



Volunteers & Third Parties will only work for Marymount College when approved by the principal or relevant manager.

Volunteers and Third Parties Procedure

- 1. Provide the appropriate training link to the Volunteer or Third Party (see the definition of volunteers and third parties at the bottom of this procedure)**

Volunteers

Each year, volunteers are required to:

- [Complete the Volunteer Training \(click here for link to online module\)](#)
- [Read the Volunteer Code of Conduct](#)
- Complete a Volunteer Registration and Declaration Form (accessed at the end of the training module)
- Print and share the Volunteer Registration and Declaration Form with each school or office you will be engaged as a volunteer.

Refer to this [Volunteer Collection Notice](#) for further information on how BCE handles the personal information of Volunteers.

Third Parties

Each year, specific Third Parties are required to:

- [Complete the Third Party Training \(click here for link to online module\)](#)
- [Read the Third Party Safeguarding Requirements](#)
- Complete a Third Party Registration and Declaration Form (accessed at the end of the training)
- Print and share the Third Party Registration and Declaration Form with each school or office you engage with.

- 2. Conduct the WHS site specific training (see the WHSO Officer to book this induction)**

(When multiple volunteers are working at an event (e.g. a fete or school disco), the allocation of duties and provision of training must be documented and adequate supervision in place.)

- 3. Complete a risk assessment for all volunteer activities**

- 4. Volunteers are to sign in and out from the college**

Success Criteria Checklist

- All Volunteers and Third Parties are inducted and have completed the appropriate training modules.
- All Volunteers and Third Parties have read the safeguarding and code of conduct.
- All Volunteers and Third Parties have filled out and provided the Registration and Declaration form (emailed to EA to the Principal)
- All Volunteers and Third Parties have provided a copy of their Blue Card (emailed to the EA to the Principal)

Definitions

Third Parties – for further information on Third Parties [Engaging Third Party Suppliers and Contractors](#)

Third Party's engage under varying arrangements on school and office sites. These may include:

- Directly engaged to undertake a particular service and or provide goods/services and being paid by Brisbane Catholic Education (BCE)
- Not paid by BCE but approved to undertake activities in line with educational needs.
- Engaged and paid by parents/carers and approved by the principal to attend the school site. e.g. NDIS provider, speech pathologist or Music instructor.
- Use of school facilities through a deed of agreement, related parties' agreement or other agreement.
- Government agencies and their sub-contractors undertaking activities to deliver programs or in their capacity as a government officer.

Volunteers – for further information on [Volunteers](#) Volunteers

At BCE a volunteer is anyone who willingly works or ministers for free under the approval and direction of the school or BCE offices under an established agreement. 'Established agreement' indicates that people cannot just start volunteering. They can only commence after some form of approval to do so from a principal.

It is important to recognise that volunteering is not a replacement for paid employment; volunteers work in a supportive and complementary capacity alongside paid employees.