

VOLUNTEER APPLICATION

Volunteers are a valued part of the Tyndale Christian School community; we understand that the application process can be lengthy. We appreciate your understanding; as part of our commitment to excellence, we have implemented an industry-standard application and induction process for volunteers, where child protection is of utmost importance.

PRIVACY

In applying to be a School volunteer, you will be providing the School with personal information about you. The School's Privacy Policy sets out how the School will collect and use your personal information. The Privacy Policy is available on our website <https://tyndale.sa.edu.au/privacy/>

PERSONAL INFORMATION		
Salutation (Mr Mrs Ms)	Full Name	DOB
Postal Address		Postcode
Phone Number (mobile)	Email Address	
Emergency Contact Name and Phone Number		
Emergency Contact Relationship to Volunteer Applicant		
Year Levels of your children at Tyndale (if applicable)		
CHARACTER REFERENCE		
Full Name		
Relationship to volunteer applicant		
Organisation and Position (ie Job Title)		
Phone Number	Email Address	

The School that I intend to volunteer with? (check one box only)

- Salisbury East
 Murray Bridge
 Strathalbyn

Have you discussed with a Tyndale staff member to ascertain possible volunteering opportunities available to you within the School?

- Yes
 No

If Yes, what area of the School were you hoping to volunteer within? (for example, Junior School classroom, Learning Support, Sports Department, Musicals, Canteen)

If No, what area of the School would you like to have the opportunity to volunteer within (ie junior school classrooms, learning support centre, sports department, administration, drama productions, class excursions, etc)?

WHAT IS NEXT?

- Please read and sign – Volunteer Applicant Declaration on page 4;
- Please read V1.01A Volunteer Policy and Procedure; and
- Return this application form by uploading it on Canvas, or return it to the School via the relevant email

Salisbury East: Volunteer@tyndale.sa.edu.au

Murray Bridge: TaniaGutteridge@tyndale.sa.edu.au

Strathalbyn: MelanieSlater@tyndale.sa.edu.au

YOUR PRIVACY - VOLUNTEER COLLECTION NOTICE

1. In applying to volunteer at the School, you will be providing the School with personal information. This information may include sensitive and health information.
2. If you provide us with personal information, for example, your name and address or information contained in your application or resume, we will collect the information in order to assess your application to volunteer. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 3 years after the duration of the agreement in the case of engagement, or for a period of 12 months in cases where the application is unsuccessful.
4. At different stages of a volunteer's service to the School, there may be a need to disclose personal and sensitive information to others for administrative, duty of care and educational purposes. This includes disclosure to staff, other parents/caregivers, government departments, medical practitioners and people providing services to the School, including visiting specialist teachers, sports coaches, affiliated sporting and educational bodies and volunteers.
5. Personal information collected from volunteer may, on occasions, be publicised. This may include information such as volunteer activities and other school activities in which volunteers are participating. This may be published in School newsletters, daily bulletins, school year book, on our website and other similar school-based publications. Our School newsletter is placed on our website fortnightly. Photographs, videos and images of volunteer activities may be taken for publication in School newsletters, daily bulletins, school year books, on our website and other similar school-based publications.
6. Photographs, videos or images will only be used as part of the School's advertising and marketing activities after parental and student consent has been given.
7. As you may know, the School will occasionally engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
8. The School's Privacy Policy sets out how you may seek access to personal information collected about you and how you may complain about a breach of privacy and how the School will deal with such a complaint. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
9. The School will occasionally use outside experts or consultants to assist the School with engagement of volunteers. In these circumstances, our contractual agreements with these parties will require the same commitment to your privacy as the School gives you. We will not disclose this information to any other third party without your consent.
10. The School has a policy of conducting employment screening checks, including:
 - character and professional references
 - screening assessments
 - checks for Apprehended Violence Orders or similar records under child protection laws

We may also collect personal information about you in accordance with these laws.

11. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
12. If you provide the School with the personal information of others, such as character or professional referees, doctors or emergency contacts, we encourage you to inform them that you are disclosing that

information to the School and the reasons, so that they can access that information if they wish, and that the School does not usually disclose the information to third parties.

13. The School can be contacted as follows:

Salisbury East
Tyndale Christian School
50 Fern Grove Boulevard
Salisbury East SA 5109
Phone: 08 8282 5100
salisburyeast@tyndale.sa.edu.au

Murray Bridge
Tyndale Christian School
136a Adelaide Road
Murray Bridge SA 5253
Phone: 08 8531 4600
murraybridge@tyndale.sa.edu.au

Strathalbyn
Tyndale Christian School
28 East Terrace
Strathalbyn SA 5255
Phone 08 8536 5400
strathalyn@tyndale.sa.edu.au

VOLUNTEER APPLICANT DECLARATION

1. By applying to volunteer, I am declaring that I have not:
 - a. Been charged with a sexual offence or an offence against the person of a student or child; or
 - b. Been dismissed from any previous employment or volunteer arrangement on the grounds that I was involved in improper conduct of a sexual nature with a student or child; or
 - c. Retired or resigned from any employment or volunteer arrangement following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
 - d. Been advised by any employer or other organisation in which I am volunteering that my name has been included on a list of those not to be employed in a child-related area of activity.
2. I will notify a Principal as soon as I become aware of any act, omission or information, and the relevant details of such, which may compromise my ability to continue volunteering at the School.
3. I understand this application is subject to approval by Tyndale Christian School and its requirements at its discretion; this application form is by no means a guarantee of my volunteering approval.
4. I have read and understood the section "Your Privacy - Volunteer Collection Notice" on the previous pages.
5. I have read and understood *V1.01A Volunteer Policy and Procedure*.

By signing this application, I agree to the conditions and make the above declarations.

Name _____ **Signed** _____ **Date** ____/____/____

<i>Office Use Only</i>	
School Principal, or Principal's delegate	
Name _____	Position _____
Signature _____	Date ____ / ____ / ____



SCREENING ASSESSMENT

Do you have an existing Working With Children Check (WWCC)?

- Yes - please supply a copy to the School for verification; you do not need to complete the section below.
*For Tyndale Salisbury East volunteer applicants you can upload your existing WWCC within the Canvas Course, there is no need to email it to us separately.
- No - please complete the section below so Tyndale Christian School can initiate this screening assessment. You will receive two emails from the Department of Human Services shortly after. Please follow the prompts in these emails to set up your account with Department of Human Services, and complete your ID verification.
*For Tyndale Salisbury East volunteer applicants, you can complete this exact information within the Canvas Course, there is no need to complete it here.

First Name: _____ Surname: _____

Email address: _____ DOB: _____

Purpose of volunteering within a school (ie Junior School Classroom, Excursion, unknown, etc):

If you have an existing WWCC please return a copy of it via email to the staff member below:

Salisbury East: Volunteer@tyndale.sa.edu.au

Murray Bridge: TaniaGutteridge@tyndale.sa.edu.au

Strathalbyn: MelanieSlater@tyndale.sa.edu.au