



2018 KCCC VOLUNTEER REGISTRATION FORM

To be completed by KCCC Volunteers

It is a requirement that any persons volunteering in the service **MUST** have a current Working with Children Check. Please provide the KCCC office with a copy of your card before helping in the rooms, excursions and working bee. If you need to apply for a Working with Children Check, click [here](#) and complete the required information.

There is no charge for a Volunteer Working with Children Check.

Volunteer: _____ Volunteer: _____

Address: _____

Volunteer 1 Phone No. _____

Volunteer 2 Phone No. _____

Thank you for offering your service as a volunteer, for periods between:

1 January to 31 December 2018

As a volunteer of KCCC the following apply:

1. The tasks you have volunteered for may include: assisting with minor building/garden maintenance, assisting in the rooms, fundraising activities.
2. Your legal liability arising out of your approved voluntary work is covered by KCCC Public Liability Insurance subject to policy conditions.
3. Should any injury occur to you while you are acting as a volunteer of KCCC, you must notify a staff member immediately, or as soon as practicable.
4. Any incident that occurs in which injury or property damage to other parties may arise, needs to be reported immediately or as soon as practicable to staff.
5. Under the terms of the Occupational Health and Safety Act 2004, and the model Work Health Safety Act, volunteers must comply with KCCC policies, procedures and relevant regulations.
6. Volunteers do not receive payment by KCCC.
7. Under the Education and Care Services National Law Act 2010 and the Education and Care Services Regulations, regulation 97, requires the approved provider of an Education and Care Service to take adequate precautions to protect children from harm or hazards and develop and regularly practice emergency procedures. As part of the Emergency Management Plan (EMP), it is an essential component that volunteers are aware of the KCCC EMP which will assist in more efficient outcomes in relation to community emergencies. Volunteers are required to know the emergency exits, relocation/evacuation procedures and are able to assist the staff if an emergency event was to occur while at the service.

Kensington Community Children's Co-operative

81B Altona St Kensington VIC 3031

Phone (03) 9376 4565 Email info@kccc.org.au



8. The tasks you have volunteered to perform are to be undertaken with all due care, skill and diligence

Volunteer 1

Volunteer 2

9. Working with Children Check provided

Please attach a copy

Yes ☐ No ☐

Yes ☐ No ☐

10. Do you have any medical condition that may affect your volunteer work?

Yes ☐ No ☐

Yes ☐ No ☐

If yes, please specify _____

I confirm that I have read and understood the above mentioned and the information prior to signing it.

Volunteer 1 Signed _____ Date _____

Volunteer 2 Signed _____ Date _____

Enrolment Officer _____ Date _____

PRIVACY STATEMENT

KCCC will only collect information from you with your knowledge and consent. KCCC will use personal and health information provided by you for the purposes for which it was collected. Personal information you provide is protected by the Information Privacy Act 2000 and Health Records Act 2001. KCCC will not disclose your personal information to a third party unless required by law.

NQS: 6. Collaborative Partnerships with Families & Communities
NQS: 7 Leadership and Service Management

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