
Volunteers at St Mary's

At St Mary's we value the support of volunteers. Over your child's journey through Primary School there are many opportunities to volunteer and support your child and the school.

As part of our commitment to Child Safety, we are required to have stringent policies and procedures in place to protect our students from potential harm. Further to this, all schools are now required by law to follow strict guidelines when enlisting the support of Volunteers in their school.

This pack is designed to assist you with the Volunteer Induction Process.

Thank you for your support we look forward to working together to continue to build the community upon which we pride ourselves at St Mary's.

Steps for volunteer application completion

1. Read all documents in this Volunteer Induction Module
2. View/Read all policies and documentation in the St Mary's website.
3. Complete a Working with Children's Check (on-line application)
www.workingwithchildren.vic.gov.au
4. Complete & sign the **'Volunteers Application Form'** (available on website and at school)
5. Complete & Sign the **'Volunteers Induction Completion Form'** (available on website and at school)
6. Sign the **'Responsibilities of Volunteer Form'** (available on website and at school)
7. Read & sign the **Code of Conduct** when signing in at kiosk at the school office

Thank you for your continuing support of our school.

Volunteer Application Form

P E R S O N A L	TITLE	FIRST NAME(S)	LAST NAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER <input type="checkbox"/>		
	ADDRESS		PHONE NUMBERS
		Suburb/Town	Home
		State	Mobile
		Postcode	Work

V O L U N T E E R R O L E	VOLUNTEER ROLE
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>

AVAILABILITY TO VOLUNTEER						
A V A I L A B I L I T Y	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E D U C A T I O N	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS

P R E V I O U S E M P L O Y M E N T	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
	<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>			

V O L U N T E E R W O R K	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO
(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)				

R E F E R E E S	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):	
I am applying for volunteer work with [insert school/college name].	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.	<input type="checkbox"/>
Signature :	Date:

Privacy Statement
The personal information you have provided will help us to assess you as a valued volunteer of our school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/college with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the <i>Privacy Act 1988</i> (Cth).

Working With Childrens Check (WWCC) Number:
Expiry Date:

Induction Checklist – St Mary's, Echuca

Volunteer Induction Checklist

The purpose of this checklist is to assist with the provision of a thorough and timely induction for a new volunteer. The principal/supervisor (or other delegated staff member) responsible for the induction will need to ensure that the new volunteer has the necessary information and support in their new role.

On completion of the checklist, the principal/supervisor should ensure that the new volunteer is provided with a signed copy for their records. The original is to be placed on the school volunteer file.

Volunteer's name: _____

Volunteer's role: _____ School / Classroom Based Activities _____

Start date: _____

Principal/supervisor responsible for induction: _____ PETRA TEGGELOVE _____

DESCRIPTION		DATE COMPLETED
Prior to commencement		
Confirm commencement details	Confirm starting date with the new volunteer and inform them when to arrive, where to park and where you will meet them.	From Term 2, 2020
	Ensure pre-engagement checks have been sighted (where applicable); e.g. Working with Children Check,	From Term 2, 2020
	Inform/email relevant staff about the new volunteer's arrival and role.	From Term 2, 2020
	Allocate time in calendar for key colleagues involved in new volunteer's induction.	From Term 2, 2020
First Week		
Welcome and orientation	Greet new volunteer; explain local induction process; provide tour of site and work area; point out location of amenities; introduce them to relevant staff members for future support/contact.	From Term 2, 2020
Working conditions and environment	Outline local procedures; sign in and out; volunteer hours; absence reporting.	Included in Induction Module
	Provide school structure information including key staff and contact information.	Included in Induction Module
Volunteer role and responsibilities	Discuss volunteer responsibilities, referring to the Responsibilities of a Volunteer form.	Completed with supervising staff member

DESCRIPTION		DATE COMPLETED
First Week (continued)		
Occupational health and safety	<p>Explain Occupational Health and Safety (OHS) Policy and required conduct/behaviour, including:</p> <ul style="list-style-type: none"> • rights and obligations • management and reporting of potential risks and hazards • injury reporting procedure and location of the injury register • emergency and evacuation procedures including assembly points and whom to contact • first-aid kit locations and procedures • traffic management and car parking procedures • access to current asbestos register (if applicable) • location of Material Safety Data Sheets (MSDS) for hazardous substances stored onsite • personal protective equipment requirements (e.g. hearing protection, gloves, glasses (if applicable)). 	Included in Induction Module
	Provide contact details for key OHS personnel including OHS representative and first-aid officers.	Included in Induction Module
	Ensure new volunteer is provided with a copy of (or access to) the OHS and anti-bullying policies and procedures. Provide new volunteer with reasonable timeframe to read policies and procedures and provide the contact details of key personnel in case they have questions regarding the documents.	Included in Application pack
Child safety	Discuss and provide the new volunteer with the school's child-safe policy and code of conduct. Ensure they are provided with training on legislative obligations of reporting, and support in identifying, assessing and reducing or removing child abuse risks.	Included in Application pack
	Provide new volunteer with reasonable timeframe to read documents and provide the contact details of key personnel in case they have any questions regarding the school's child-safe policy and code of conduct.	
Policies and procedures	Discuss any other relevant key school policies and procedures, ensuring the volunteer is provided with a list, and a copy of (or access to) the school policies and procedures. Provide new volunteer with reasonable timeframe to read policies and procedures and provide the contact details of key personnel in case they have any questions regarding the documents.	Included in Induction Module
	Ensure new volunteer has read and understood all relevant school policies and procedures, providing assistance with any queries.	
	Ensure new volunteer has signed acknowledgement on Induction Checklist.	

Induction: First Week

Comments by principal/supervisor

Discuss with volunteer their experience to date settling into their volunteer role at the school.
Has the role met their expectations?

Have there been any issues or concerns for the volunteer since their commencement?

Comments by new volunteer

Is there any additional information required by the volunteer – if so, please outline here:

Volunteer

I confirm that I have completed a first-week induction process with my principal/supervisor/other delegated staff member.

I acknowledge that I have read and understood the following:

Please tick to indicate your acknowledgement and understanding

<input type="checkbox"/>	<input type="checkbox"/>	Code of Conduct	<input type="checkbox"/>	Child-Safe Policies
<input type="checkbox"/>	<input type="checkbox"/>	Occupational Health and Safety	<input type="checkbox"/>	Cyber Safety
<input type="checkbox"/>	<input type="checkbox"/>	Anti-Bullying	<input type="checkbox"/>	Watched or participated in 'Volunteers' Induction program.
<input type="checkbox"/>				

Volunteer's name: _____

Signature: _____

Date signed: _____

Principal/Supervisor

I confirm that induction has been provided and certify that the above-mentioned volunteer has completed first-week induction procedures and received all training as identified during the induction process.

Principal/Supervisor's name: PETRA TEGGELOVE

Signature: _____

Date signed: _____

Copy of this checklist provided to new volunteer on (date): _____

Responsibilities of Volunteer Form



Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the school's child-safe policy and code of conduct information on the school policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the school/college
- appropriate occupational health and safety protection
- out-of-pocket cost reimbursement
- suitable assignment
- appropriate work area and equipment for the assignment.

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school
- undertake work induction and training as required
- comply with the school's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school matters confidential, including those relating to students
- be committed to the school's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing the school.

I confirm that I have read and understand the responsibilities of a volunteer of the school.

I acknowledge and accept that I have been engaged as a volunteer of the school and that no payment will be made to me by the school.

I understand and accept that the school can cease the volunteering arrangement at any time.

Signature: _____

Date: _____



St Mary's Primary School, Echuca

Child Protection: Code of Conduct

August, 2016

Provide a child safe environment where all children have the right to be treated with respect and will be protected from harm.

All staff and volunteers of St. Mary's School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Acceptable behaviours

All staff, volunteers and board/school council members are responsible for supporting the safety of children by:

- adhering to the school's child safe policy and upholding the school's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the school community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the school's leadership (or child safety officer if the school has appointed someone to this role)
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958
- reporting any child safety concerns to the school's leadership
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe.

Unacceptable behaviours

Staff and volunteers must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children)
- exhibit behaviours with children which may be construed as unnecessarily physical (for example inappropriate sitting on laps)
- put children at risk of abuse (for example, by locking doors)
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves, such as toileting or changing clothes
- engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities)
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- have contact with a child or their family outside of school without the school's leadership knowledge and/or consent or the school governing authority's approval (for example, unauthorised after hours tutoring, private instrumental/other lessons or sport coaching). Accidental contact, such as seeing people in the street, is appropriate.
- have any online contact with a child (including by social media, email, instant messaging etc) or their family (unless necessary e.g. by providing families with e-newsletters or assisting students with their school work)
- use any personal communication channels/device such as a personal email account
- exchange personal contact details such as phone number, social networking sites or email addresses
- photograph or video a child without the consent of the parent or guardians
- work with children whilst under the influence of alcohol or illegal drugs

I, _____, confirm I have been provided with a copy of the above Code of Conduct.

Signed: _____ Date _____.