



# **Volunteer Registration and Induction Package**

# Welcome

Thank you for your willingness to become a volunteer at our school. Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Volunteering helps provide quality care and education to our children and young people and supports Catholic Schools to promote values drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world.

It is important that your involvement and participation in our school is rewarding and a mutually beneficial experience. As part of our extended community and to support our commitment to the protection and care of all children and young people and the safety of all staff, all Volunteers are required to:

- hold a valid and current Working with Children Check (WWCC) and
- complete the [‘Responding to Risks of Harm, Abuse and Neglect’ \(RRHAN-EC\)](#) online course for volunteers.

**Step 1:** Read and complete this Volunteer Registration Information Booklet (also available at the Front Office). This includes:

- a. Completing the Personal Information Form
- b. Reading and signing the Volunteer Code of Conduct
- c. Reading and signing the Volunteer Work Health and Safety Induction

**Step 2:** Complete the Reporting to Risks of Harm, Abuse & Neglect Training for Volunteers online at: <https://www.plink.sa.edu.au/pages/signup.jsf>. You are required to register and create a volunteer account on this site. Once you have done this, choose the first training option ‘Volunteers: RRHAN-EC Fundamentals’. Please print the certificate on completion of training.

**Step 3:** Complete the Working with Children’s Check Form (which is only available from the Front Office). Please ensure you present proof of identity to complete your 100 Point Check eg: Birth certificate, current driver’s license, Medicare card etc. If you require clarification on the 100 point check, please contact the Front Office prior to your visit on (08) 8733 4769

**Step 4:** Submit the following to Front Office staff:

- Volunteer Application Package
- Reporting to Harm, Abuse & Neglect for Volunteers certificate
- Signed Work Health and Safety Induction form
- Signed Volunteer Code of Conduct form
- Original identification documents as outlined for 100 Point Check.
- COVID-19 Vaccination Certificate

Please note that all of the above processes are mandatory and the entire process must be completed before being placed on the School’s Volunteer Register.

This regulation is designed to ensure our children are protected and safe at school. Please don’t hesitate to contact the school if you have any further queries.

# Volunteer Application Package

To be considered for a volunteer role in any capacity in CESA, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered unless you complete the Declaration and provide comprehensive and complete information as necessary. If you have any questions about the Declaration, please contact the school on 08 8733 3479.

## PERSONAL DETAILS

**SURNAME:** \_\_\_\_\_ **Dr / Mr / Mrs / Ms / Other**

**GIVEN NAMES:** \_\_\_\_\_

**DATE OF BIRTH:** (optional) \_\_\_\_\_ *please ensure your FULL name is included*

**TELEPHONE:** **HOME:** \_\_\_\_\_ **MOBILE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## MEDICAL / EMERGENCY INFORMATION

Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency? eg diabetes, severe food allergy, asthma, epilepsy. If yes, please detail below. Yes  No

Are you aware of any medical condition that you have that could result in a medical emergency? If yes, Please provide details of possible emergency and how to recognise it. Yes  No

**Known emergency treatment:**

**EMERGENCY CONTACT NAME:** \_\_\_\_\_

**EMERGENCY CONTACT NUMBER:** \_\_\_\_\_

### **MEDICAL CONSENT**

In case of an emergency, and in the event that I am unable to give consent at the time, I give the School permission to use their judgement in obtaining any medical attention which they may consider necessary.

**SIGNATURE OF VOLUNTEER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## CHILD PROTECTION AND PRIVACY

Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Catholic schools must only engage volunteers who are appropriate, suitably skilled, trained and/or qualified to work with children and young people.

**School / College** is committed to providing the highest possible level of safety and care for students and staff, including volunteers. An integral aspect of this is to ensure that all adults who have access to children and young people during the course of school activities pose no threat to the emotional and physical wellbeing of students. Volunteers are required to complete 'Responding to Risks of Harm, Abuse and Neglect - Education & Care' training for volunteers. Our **School / College** also requires all volunteers to obtain and hold a valid and current Child-Related Employment Screening Clearance.

Upon receipt of an individual's Volunteer Application, the Principal or their delegate will forward relevant screening information to the Catholic Education Office for processing. All other information that relates to the privacy of individuals will be held at the **School / College** in a secure place and only accessed by the Principal or their delegate.

## SCREENING

I understand that in order to volunteer within CESA, a range of screening procedures, including holding a valid and current Child-Related Employment Screening Clearance, are required for all long term volunteers. I understand that I will not be able to commence volunteering until clearances have been received?

Yes  No

## DECLARATION

- I agree to take all reasonable steps to protect my own health and safety and that of others while on school property and/or while undertaking duties for the school.
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school.
- I declare that I have answered this form truthfully. I understand that any false or misleading information I provide will result in me not being considered for volunteer work or may result in the termination of my services.
- I have received a Volunteer Induction Pack including the 'Responding to Risks of Harm, Abuse and Neglect - Education & Care (RRHAN-EC)' Volunteer Handbook, and the Volunteer Details, Declaration and Induction Checklist, and Work Health and Safety information for volunteering at the school. I have read and understood the contents and sought and received adequate explanation for any queries I have had.
- I acknowledge that this completed form will be kept on file at the school.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONAL REFEREES

The **School / College** may wish to contact referees who know you and are able to attest to your good character. Referees should include professional referees (eg. previous or current employer, doctor, lawyer, JP, teacher etc)

**Referee 1:** (if referee is a staff member at the school, please state name and position)

Name:

Organisation:

Position / Role:

Address:

Telephone Number:

Mobile Phone:

How do you know this person?

Friend  Relative  Employer  Volunteer Coordinator  Other (please specify)

**Referee 2:** (if referee is a staff member at the school, please state name and position)

Name:

Organisation:

Position / role:

Address:

Telephone Number:

Mobile Phone:

How do you know this person?

Friend  Relative  Employer  Volunteer Coordinator  Other (please specify)

## PERSONAL INFORMATION

Are you a parent or guardian of a child at this location?

Yes  No

Please give detail:

## VOLUNTEER IDENTIFICATION

**Type of identification:** (eg. birth certificate, current passport, driver's licence, marriage certificate, or other for any changes of name) **ID number:** \_\_\_\_\_

If volunteering as a driver, driver's licence number, car registration & third party insurance, as applicable (please provide)

## If Work Experience Student:

Has a letter from the student's Principal attesting to their character and suitability to undertake work experience been received?

Date: \_\_\_\_\_ Yes  No

## INVOLVEMENT

**Availability:** What days and times would you like to volunteer?

**Tell us about yourself:** List a few things that you can contribute to your role as a volunteer eg mentoring, gardening, storytelling, administration, sport etc.

Please indicate in which area(s) you would like to volunteer eg classroom, sport, cleaning, excursions

Please give details of your experience or other relevant information relating to the area(s) of involvement

## OFFICE USE ONLY

Original Proof of ID sighted

File created and stored securely and confidentially

Original TRB or DCSI Clearance

**Principal signature:**

(or delegate) \_\_\_\_\_

**Date:** \_\_\_\_\_

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

Please provide this completed form and declaration to the **centre, preschool or School/College** you want to volunteer at. They may contact you and organise a time for an interview or an informal conversation.

## Code of Conduct for Volunteers in Catholic Schools

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers and to assist all volunteers to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Volunteers are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support St Anthony's Catholic Primary School and act consistently within the Catholic ethos and mission of the school;
2. Support the school's policies;
3. Treat all members of the school community with honesty, integrity, respect and courtesy;
4. Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people;
5. Maintain appropriate professional boundaries around their behaviour towards children and young people;
6. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment;
7. Respect and comply with all Federal, State and local laws;
8. Declare situations that may give rise to, or the perception of a conflict of interest;
9. Respect the privacy of others and others' personal and sensitive information;
10. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
11. Present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

I have read and I understand the St Anthony's Catholic Primary School Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a Volunteer if I violate any of these rules.

Please acknowledge that you have read and understand this Volunteer Work Health and Safety Induction.

Name: .....

Signature: .....

Date: .....

## Volunteer Position Information Document (PID)

St Anthony's Catholic Primary School is based on the Mercy charisms and the ethos of St Anthony.

The school has an outstanding reputation for its learning programs, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the school and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for approx. 200 students.

### **Volunteer roles and responsibilities may include:**

- Assist students' literacy or numeracy activities
- Support students in art/craft/drama, and other creative activities
- Help facilitate fitness and recreation activities
- Help with preparation of healthy snacks/meals
- Ensure supervision and safety of children at all times
- Report all incidents to staff
- Provide feedback to staff
- Assist with program planning, if needed
- Assist with program space set-up, clean-up, & tidying

## Volunteer Work Health and Safety Induction

Work, Health and Safety training is essential for all employees and volunteers in the workplace. All workers and employees including volunteers and visitors are required to take reasonable care for both their own health, safety and welfare and the health, safety and welfare of others. Volunteers are considered to be workers under current WHS legislation.

This school places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the Supervisor.

### Volunteer Rights and Responsibilities

As a volunteer you have a number of rights you should be aware of:

- to work in a healthy and safe environment;
- to be provided with information that adequately describes your roles and responsibilities;
- be provided with an induction prior to commencement as a volunteer;
- to be provided with sufficient information, instruction and training for you to perform your tasks safely;
- to be provided with adequate supervision
- who to speak to if you have any queries about any aspects of your work.

As a volunteer you also have responsibilities to:

- work safely;
- not affect the safety of others;
- observe all established Policies and Procedures;
- report any safety concerns;
- [undertake Responding to Risks of Harm, Abuse and Neglect - Education and Care training for Volunteers](#);
- undertake your mandatory notification obligations, as required;
- hold a current acceptable WWCC.

There are a number of important points relating to safety within our school that you should be familiar with:

#### Safe Work

- You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues, please discuss with the Principal immediately.

#### Emergency Procedures

- Make yourself familiar with the emergency evacuation plan for the area you are working in.
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Fire Warden).
- If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for the all clear by the Principal.

#### Reporting

- Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to the WHS Coordinator or the Principal.

#### First Aid



- First aid kits are located in the Front Office.
- If you require first aid, please report to your First Aid contact person in the Admin Area.

### **Equipment**

- This school provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary, please discuss this with your Supervisor or the Principal.

### **Chemicals**

- You must only use chemicals supplied by this school. The chemicals used by this school have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment, to use any of these products please discuss with your Supervisor / WHS Coordinator or the Principal.

### **Working Alone**

- For safety reasons volunteers are discouraged from working alone.
- Do not leave personal items unattended.

### **Privacy**

- In the course of your work as a volunteer, you may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with the school Principal.

### **Smoking, Drugs, Alcohol and Your Health**

- This school is designated as a smoke-free workplace. There is no smoking in the buildings or on these grounds.
- Whilst on duty you should be in sufficient physical and mental health to be capable of complying with your duty of care to your colleagues and students;
- You should not be impaired in the carrying out of your duties by reason of alcohol, medication, or an illegal drug.

### **Vehicles**

- Volunteers will not normally be asked to use their vehicle. If you use your car as part of your volunteer duties, please refer to the school's policies and procedures.
- If you drive a car as part of your volunteer duties, a current driver's license and compliance with registration insurance and safety requirements are required.

### **Housekeeping**

- Please leave all work areas clean and tidy. Please report any issues with work spaces.

### **Site specific amenities:**

- Location of drinking water – the Staffroom
- Bathroom facilities are located in the Admin area

**Please acknowledge that you have read and understand this Volunteer Work Health and Safety Induction,**

Name: .....

Signature: .....

Date: .....