



## ST JOSEPH'S PRIMARY SCHOOL VOLUNTEER INDUCTION GUIDELINES

*Always faithful to God, ourselves and others in the Spirit of Mercy Tradition  
St Joseph's promotes the safety, wellbeing and inclusion of all children*

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#### ***Introduction***

Thank you for your interest in becoming a volunteer at St Joseph's Primary School. Our volunteers are integral to the school experience for our students. They provide an important link to the community.

#### ***Why Volunteer?***

The involvement of parents in their child's education and the day to day running of the school is seen as an important pre-requisite for effective learning and building up of a warm and friendly community.

Families are invited, encouraged and expected to be involved in activities around the school. If we, as adults show an interest in the school and gain enjoyment from its activities, our children are much more likely to place emphasis on learning and gain enjoyment from school.

- ◆ Volunteers have the opportunity to be part of the learning process for children and young people.
- ◆ Volunteers develop an enhanced sense of personal satisfaction from having an opportunity to give back, share skills, experience and expertise and to learn.
- ◆ Students can interact with a range of role models and adults from the community.
- ◆ Students have opportunities to learn from and be exposed to a broad range of skills and expertise.
- ◆ Students have the opportunity to experience a model of the spirit of altruism or the nature of giving.

#### ***How Can I Help?***

- ◆ School Fete
- ◆ Canteen
- ◆ Uniform Shop
- ◆ Mother's Day Stall / Lunch
- ◆ Father's Day Stall / Lunch
- ◆ Water Safety / Swimming Program
- ◆ Camps and Excursions
- ◆ Classroom Reading
- ◆ Anointing Mass
- ◆ Meals on Wheels

#### ***Guiding Principles for Volunteers***

When Catholic schools, families and the broader community work together, schools improve and communities flourish.

Volunteers are a valued and vital aspect of Catholic Education.

*Guidelines on Engagement of Volunteers in Catholic Schools*

## ***The Fundamental Belief***

All children have the right to feel safe and be safe all of the time.

## ***Volunteer's Responsibility***

- ◆ Make an informed decision to work as a volunteer at St Joseph's.
- ◆ Undertake work induction and training as required.
- ◆ Comply with St Joseph's Child Safe Policy and Code of Conduct.
- ◆ Work on tasks suitable to their skills and experience.
- ◆ Behave in an ethical manner.
- ◆ Keep St Joseph's matters confidential, including those relating to students.
- ◆ Be committed to the St Joseph's aims and objectives.
- ◆ Inform their supervisor when unable to undertake or complete a task.
- ◆ Use appropriate information channels within St Joseph's when needing information, support, backup, supervision or review.
- ◆ Be aware of the limits of their role within St Joseph's.
- ◆ Be aware of their duty of care to students.
- ◆ Comply with occupational health and safety policies and practices.
- ◆ Act as a member of the St Joseph's team.
- ◆ Maintain a Working with a Children Check.

## ***St Joseph's Responsibility***

St Joseph's will provide volunteers with:

- ◆ Access to the St Joseph's Child Safe Policy, Code of Conduct and school policies and procedures.
- ◆ Training, where relevant.
- ◆ Information about communication lines within St Joseph's.
- ◆ Appropriate occupational health and safety protection.
- ◆ Out-of-pocket cost reimbursement.
- ◆ Suitable assignment.
- ◆ Appropriate work area equipment for the assignment.

## ***Child Safe Standards***

***A school must have a child safe policy or a statement of commitment to child safety.***

It is an overarching document that provides key elements of the school's approach to becoming child safe, such as recruitment processes, reporting procedures and guides to how the organisation manages child abuse risks.

The Child Safe Standards are:

- ◆ Intended to create child safe organisations.
- ◆ Apply to all organisations involved in child-related work.
- ◆ Legislation applied from 1<sup>st</sup> January 2016.
- ◆ DHHS have overall responsibility.  
\* DET Ministerial Order 870 - 22<sup>nd</sup> December 2015.
- ◆ VRQA to frame and monitor requirements for schools—full compliance by 1<sup>st</sup> August 2016.

Volunteers are required to read the following policies:

- ◆ Child Safe Policy
- ◆ Child Protection: Grooming
- ◆ Child Protection: Failure to Disclose
- ◆ Child Protection: Failure to Protect
- ◆ Child Protection: Working with Children Checks

## ***Application Process***

### **1. Application Form**

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. St Joseph's Primary School takes child safety very seriously, and for this reason, potential volunteers are required to list their entire work history, including any work, involving children.

To become a volunteer, please complete the application form and return it to the school office.

### **2. Pre-engagement Checks**

All volunteers at St Joseph's Primary School are required to apply for and pass a Working with Children Check (WWCC). You are required to obtain this prior to commencing volunteer work.

Applications are to made online at <http://www.workingwithchildren.vic.gov.au/>

Please ensure you add St Joseph's Primary School as a volunteer organisation. We will receive a letter advising us that your application has been approved.

### **3. Policies and Procedures**

Volunteers are required to become familiar with policies and procedures relating to Child Safe. These are available on our website or hard copy from the office.

### **4. Code of Conduct**

Volunteers are to read and sign our Code of Conduct. Please ensure you understand the conditions involving social media.

### **5. Volunteer Induction Completion**

Volunteers are to complete the induction form, acknowledging they have read and completed the relevant documentation.

If you are interested in becoming a volunteer, please complete the Volunteer Application Form and return to the school office. The form is attached to this document.



## VOLUNTEER APPLICATION FORM

### PERSONAL INFORMATION

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBERS: HOME: \_\_\_\_\_  
MOBILE: \_\_\_\_\_  
WORK: \_\_\_\_\_

### VOLUNTEER POSITION(S) YOU ARE INTERESTED IN

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### AVAILABILITY TO VOLUNTEER (please tick or specify time)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

### PREVIOUS CHILD RELATED EMPLOYMENT

EMPLOYER'S NAME	POSITION/DUTIES	DATES (FROM/TO)

**CHILD RELATED VOLUNTEER WORK**

ORGANISATION NAME	POSITION/DUTIES	DATES (FROM/TO)

**REFEREES (Please provide 2 referees eg. classroom teacher, school staff member, another parent of school)**

NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

**DECLARATION**

*Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each statement to acknowledge your acceptance of each point (below):*

<b>I am applying for volunteer work with St Joseph's Primary School Cobram.</b>	
<b>I agree to maintain the highest standards of confidentiality, with respect to any information obtained during the course of my volunteer work.</b>	
<b>I declare that the information contained in this application is true and correct.</b>	
<b>I understand that I may be required to participate in an interview and selection process and undertake referee and background checks.</b>	
<b>I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school.</b>	
<b>Signature:</b>	<b>Date:</b>

**Privacy Statement**

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



## VOLUNTEER INDUCTION COMPLETION FORM

### VOLUNTEER

I confirm that I have completed the induction process with my principal/supervisor/other delegated staff member.

I acknowledge that I have read and understood the following (please tick):

- Code of Conduct
- Volunteer Induction Guidelines
- Child Safe Policy
- Child Protection: Failure to Disclose
- Child Protection: Failure to Protect
- Child Protection: Grooming
- Child Protection: Working with Children Checks

I acknowledge that I have read and completed the following documents (please tick):

- Code of Conduct
- Confidential Medical Information Form for Volunteers

- ◆ 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.
- ◆ I understand that I must obtain a Working with Children Check, prior to volunteering.

<b>Volunteer Name:</b>	
<b>Volunteer Signature:</b>	
<b>Date:</b>	

### PRINCIPAL/SUPERVISOR/DELEGATE

I confirm that induction has been provided and certify that the above-mentioned volunteer has completed the relevant documentation.

<b>Principal/Delegate Name:</b>	
<b>Principal/Delegate Signature:</b>	
<b>Date:</b>	