



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 Police Clearance and to complete the 'Responding to Abuse and Neglect: Education and Care' (RAN-EC) Online Induction for volunteers. The link to the online induction is included in an email you will soon receive from our school. The RAN-EC induction is completed only once, there is no requirement to complete again when renewing your clearance (after 3 years) unless there are significant changes to the information offered.

If you have any child wellbeing concerns during your work as a volunteer at our school, please make an appointment to speak with me.

This induction package also addresses Work Health and Safety and Protective Practices. Together, these induction components aim to ensure the physical and emotional wellbeing of children and young people and the safety of our volunteers.

Volunteers are asked to provide two referees who will attest to their good character (e.g. previous or current employer, lawyer, JP or friend (not a relative or school staff member)).

As a volunteer you will be required to:

- Complete the Volunteer Declaration Form and Volunteer Application Package Form
- Hold a valid and current Police Clearance
- Complete the Responding to Abuse and Neglect – Education and Care (RAN-EC) online training module and provide the completed certificate to the school.
- Be properly inducted, including:
 - Work Health and Safety
 - Duty of Care
 - Child Protection (RAN-EC; Mandatory Notification: Protective Practices)
- Observe confidentiality and privacy
- Observe school policies
- Comply with the Volunteer Code of Conduct

Once again, thank you for becoming a volunteer at our school and welcome to our community. We trust your experience as a volunteer will be rewarding for you.

Yours sincerely

Rick Favilla
PRINCIPAL



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.

St Francis 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.

You will be asked to sign that you have completed a WHS induction for volunteers.

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 Abuse and Neglect: Education and Care training for Volunteers;
- undertake your mandatory notification obligations, as required;
- hold a current acceptable Police Clearance.

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 your Supervisor / Leader immediately.

Evacuation

- Should a **continuous alarm or fire bell sound** then you must evacuate the building according to the evacuation plan displayed in each area. Please close doors behind you on leaving – but do not lock. Everyone will then assemble on the school oval, if safe to access, alternatively the tennis courts are an assembly area. Do not enter any buildings until the all clear is given, usually by an announcement over the public address system.

Lock In

- Should a **wailing alarm sound** then you must remain in the area you are in or go immediately to the nearest room. Secure all doors and windows, close blinds and move away from windows. Do not leave the area until the all clear is given. If you are approaching the school and hear the wailing alarm you should not enter the school grounds.

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 your Supervisor.

Signing In/Out

- All visitors/volunteers need to sign in and out on the IPad, making sure to wear a badge.

Electrical Safety

- All electrical appliances are regularly safety tested and tagged. Do not bring electrical appliances from home.

First Aid

- First aid kits are located in the First Aid room. The First Aid room is open during office hours 8.00am – 4.00pm Monday to Friday. Trained First Aid officers are on duty. If required, you can contact the school's receptionist by dialling 200 for assistance. In the event of requiring an ambulance, to obtain an outside line please dial 0.

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 / Leader.

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 / Leader.

Working Alone and Security

- For safety reasons volunteers are discouraged from working alone.
- Do not leave personal items unattended.
- If leaving the office/buildings outside of the working day, consider the personal safety of yourselves and others.

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, including the car park and driveway.
- 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.

Nut products banned

- St Francis School has banned nut products due to children having severe allergic reactions to these products.

Manual Handling & Physical environment

- Please inform a staff member of the school if you are concerned that the existing environment will prove to be adverse to your well-being. Personal health and safety must be considered if you are involved with manual handling or working on a task with the potential for injury. If a task is deemed to be unsafe, please phone the front office for assistance/guidance. Mechanical equipment is available on request. If you are working alone, please be aware of your security and advise someone of your location.

Facilities

- Adults and children (excluding students) are not permitted to enter the student toilets at any time. Staff/volunteer toilets are located in the administration building, please access through the school front office area.

Hazards & Incidents/Hot beverages.

- Please report any near misses, hazards, incidents or accidents to a staff member. If you have a hot beverage, the school policy is to use a container/cup with a lid.

Position Specific WHS information will be issued where required e.g. BBQ, events, tuckshop etc.

Your Supervisor is as per the event you are attending

Your First Aid Contact person is front office staff or as per the event you are attending

Our WHS Coordinator is Andrea Brown, if you have not met Andrea previously please introduce yourself

000 for Emergency (Police, Fire or Ambulance)

Please sign and return the tear-off slip below to confirm you have read and understood the information provided and are willing to follow our procedures/policies.

This organization 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 WH&S Induction

I confirm I have read and understand the information provided and am willing to follow St Francis School procedures and policies.

Name: _____

Address: _____

Date: _____

Signature: _____ *Signed copy to be kept on file*

Please return this signed form to the front office



VOLUNTEER DECLARATION

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 St Francis School, Mr Rick Favilla on 8356 6404.

SURNAME: _____ **Dr/Mr/Mrs/Ms/Other** _____

GIVEN NAMES: _____

FORMER NAMES: _____

DATE OF BIRTH: _____ **please ensure your FULL name and DOB is included**

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

TELEPHONE: _____ **HOME:** _____ **MOBILE:** _____

If you are currently a Registered Teacher, please provide Teacher Registration No. _____

If you already have a Child-related Employment Screening Clearance please provide DCSI Date of Issue: _____

Please note: You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and **DCSI** issued Child--Related Employment Screening Clearance for sighting at St Francis School.

VOLUNTARY POSITION FOR WHICH THIS APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) YES NO
2. Have you ever received a written counselling or warning or been dismissed or resigned from any employment or volunteer role in response to, or following allegations of improper or unprofessional conduct in the workplace? YES NO
3. Have you ever or are you currently the subject of an investigation or any other process relating to misconduct by you as a volunteer or an employee? YES NO
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing care? YES NO
5. Our process may include asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? YES NO

PLEASE NOTE: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arrange between the **Principal** (or delegate) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to commencement date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining a volunteer.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

Please provide this completed declaration form to **St Francis School**, we may contact you and arrange an interview or an informal conversation.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for a voluntary position or may result in the termination of my position. I declare that I have answered this Volunteer Declaration Form truthfully.

Signed:

Date:

OFFICE USE: Principal (or delegate) signature: _____ Date: _____
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VOLUNTEER APPLICATION PACKAGE

To be considered for a Volunteer role in any capacity in CESA, you must complete all parts of this Declaration package, 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 package, please contact St Francis School, Mr Rick Favilla on 8356 6404.

PERSONAL DETAILS

SURNAME: _____ **Dr/Mr/Mrs/Ms/Other** _____

GIVEN NAMES: _____

DATE OF BIRTH: _____ **please ensure your FULL name and DOB 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? YES NO

If yes, please provide details of possible emergency and how to recognise it.

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.

St Francis School 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 Abuse and Neglect – Education & Care' training for volunteers. **St Francis School** 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 **St Francis School** 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 Abuse and Neglect – Education & Care' 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

St Francis School 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, lawyer, JP, work colleague, friend)

Referee 1:	
Name:	
Work place:	Position/Role:
Address:	
Telephone Number:	Mobile Phone:
How do you know this person? <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employer <input type="checkbox"/> Volunteer Coordinator <input type="checkbox"/> Other (please specify)	
Referee 2:	
Name:	
Work place:	Position/Role:
Address:	
Telephone Number:	Mobile Phone:
How do you know this person? <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Employer <input type="checkbox"/> Volunteer Coordinator <input type="checkbox"/> 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 ID sighted

Original TRB or DCSI Clearance

File created and stored securely and confidentially

Principal signature:

(or delegate) _____

Date: _____

The information you provide will be treated sensitively and confidentially according to the State Records Act 1997 and the Information Privacy Principles Instruction.

Please provide this completed form and declaration to St Francis School. They may contact you and organise a time for an interview or an informal conversation.