



Volunteer Induction Checklist

Purpose

This school acknowledges that volunteers play a vital role in supporting the school to provide a safe, open and nurturing learning environment for all students. The 'Volunteer Induction & Checklist' provides all volunteers with clear expectations relating to activities that they may wish to participate in at this school.

Prior to being authorised to commence duties all perspective volunteers must read and acknowledge their understanding of the agreed workplace arrangements detailed in the Volunteer Responsibilities Statement.

Scope

This 'Volunteer Induction & Checklist' applies in general terms to all parents, parent volunteers, members of the school board or parent's association, student teachers or those on work experience placement and any other person, who volunteer their services to the school.

Volunteer Pre-authorisation Requirements

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| 1. Provide a copy of your Current (within 5 years of issue) Working With Children Check (WWCC) <i>NOTE: You are not permitted to volunteer without providing a current WWCC.</i> | <input type="checkbox"/> |
| 2. Participate in a Volunteer Induction group session or in a one on one induction if available | <input type="checkbox"/> |
| 3. Read and sign a copy of the school's Child Safety Code of Conduct | <input type="checkbox"/> |
| 4. Read and retain a copy of the Volunteer Responsibility Statement and CEVC Commitment to Child Safety <i>(Copies are available upon arrival at the induction session)</i> | <input type="checkbox"/> |
| 5. Provide relevant contact information: Does the school have this on file? | <input type="checkbox"/> |
| 6. Receive a briefing on the location of restricted areas. <i>Eg. student .toilets and the staffroom</i> | <input type="checkbox"/> |
| 7. Receive a briefing on school's Occupational Health And Safety Policy | <input type="checkbox"/> |

Volunteer School Attendance and Participation Requirements:

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| 8. Familiarise yourself with the school's Child Safe Policy and Code of Conduct <i>This may be done via the school website or upon arrival at the school.</i> | <input type="checkbox"/> |
| 9. Sign in and out via the Visitor Register. | <input type="checkbox"/> |
| 10. Wear Visitor / Volunteer lanyard, visible at all times. | <input type="checkbox"/> |
| 11. Promptly report to the supervising staff member. <i>DO NOT attend any other area of the school without the knowledge of the supervising staff member.</i> | <input type="checkbox"/> |
| 12. Follow all instructions provided by the supervising staff member. | <input type="checkbox"/> |
| 13. Never work in isolation with a student. <i>The supervising staff member will ensure that students remain in groups or volunteer work will be undertaken in an open and visible environment in close proximity to a member of staff.</i> | <input type="checkbox"/> |
| 14. Be familiar with the school's Emergency evacuation procedures | <input type="checkbox"/> |
| 15. Treating everyone within the school community with respect including students. <i>DO NOT speak aggressively or discipline students. Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.</i> | <input type="checkbox"/> |
| 16. Maintain confidentiality at all times. <i>DO NOT disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.</i> | <input type="checkbox"/> |
| 17. At NO TIME take photos or videos of students or staff members whilst volunteering. | <input type="checkbox"/> |
| 18. DO NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer. <i>If you have any comments or concerns please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team</i> | <input type="checkbox"/> |

Volunteer Acknowledgement:

I confirm that I have read and understand volunteering responsibilities of a volunteer at this 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 accept that the school can cease volunteering arrangements at any time.

Name: _____ Date: _____

Signature: _____