



46 Blucher Street Strathfieldsaye 3551 - Box 404
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phone. 5439 3191
fax. 5439 3192
www.sfstrathfieldsaye.catholic.edu.au



Dear Volunteer,

The Victorian Government recently introduced new Child Safe Standards along with Ministerial Order No. 1359, which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 6 and 8 of Ministerial Order No.1359 relates to staff screening, selection, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel, including employees, volunteers and contractors.

In order to meet the Child Safe Standards the school has prepared the following information:

Application form

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

To assist the school meeting the Child Safe Standards, could you please complete the attached application form and return it to the school.

Pre-engagement Checks

The *Working with Children Act 2005* (Vic.) requires that any person doing child-related work, must have a valid Working with Children Check (WWCC). The school already requires that all school volunteers are required to apply for and pass a WWCC. There is no change to this requirement.

Child Safety Policy and Code of Conduct

Due to the Governance changes all school policies have now been superceded by the Catholic Education Sandhurst Ltd Policies. The updated Child Safety Policy, Child Safety Code of Conduct and Commitment Statement to Child Safety is attached to this letter. I request that you read through and familiarise yourself with these documents.

We ask that you attend a Volunteer Child Safety session which will provide you with further information on the school's Child Safety Policy, Code of Conduct and commitment to child safety, as well as to answer any questions you may have. It is essential that all volunteers attend a session.

We would like to thank you for your understanding, your commitment to child safety within our school community and for your continued support as a volunteer at St Francis of the Fields Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community.

If you have any further questions regarding the policy documents, the Child Safe Standards or this letter please contact us.

Tim Moloney (Principal)

11th June 2022



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Volunteer Application Form

Thank you for your interest in becoming a volunteer with St Francis of the Fields Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

APPLICATION PROCESS

1. Application form

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

If you would like to submit your interest for a volunteer role within our school, please complete the application form and return it to us.

2. Interview

It is school practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work. It is also an opportunity for the potential volunteer to ask questions about the position and the school in general.

Potential volunteers should bring proof of personal identity to the interview.

3. Referee checks

The school takes child safety very seriously and for that reason we make it a practice to conduct referee checks for potential volunteers to assess their suitability to work with children. The referee check is a discussion between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

4. Pre-engagement Checks

All volunteers at St Francis of the Fields Primary School are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable.

Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the school. The induction process is an opportunity to communicate the school's ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

Volunteer Application Form

PERSONAL	TITLE		FIRST NAME(S)		LAST NAME	
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER					
	ADDRESS					PHONE NUMBERS
				Suburb/Town		Home
				State		Mobile
				Postcode		Work

	VOLUNTEER ROLE	
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>	

AVAILABILITY TO VOLUNTEER						
	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"/>

EDUCATION	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS	

PREVIOUS CHILD-RELATED EMPLOYMENT	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>			

VOLUNTEER WORK	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.)			

REFEREES	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 St Francis of the Fields Primary School.	<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.	<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).



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Description of the Volunteer Role – Volunteer in various activities in the school

Statement of Duties	
Duties	<ol style="list-style-type: none"> Assisting teachers with school-based tasks, including: <ul style="list-style-type: none"> book covering Library duties Environmental Program activities. Supporting literacy and numeracy activities, including: <ul style="list-style-type: none"> one-on-one reading sessions group reading mathematics activities. Assisting in school canteen duties, such as: <ul style="list-style-type: none"> general food handling serving at the counter wiping down counters washing and putting away utensils general cleaning duties. Assisting school teaching staff in coordinating an excursion including sporting events, tree planting days by: <ul style="list-style-type: none"> supervising students as required praising appropriate behaviour and encouraging modification of inappropriate behaviour modelling acceptable behaviour and language travelling on the bus to and from an excursion. Coaching a Sporting Team: <ul style="list-style-type: none"> supervising students as required taking students to/from toilets, drinking fountains etc. praising appropriate behaviour and encouraging modification of inappropriate behaviour modelling acceptable behaviour and language. setting up and packing away sports equipment encouraging students to participate in activities that promote fitness and development of sporting ability. P&F activities including: <ul style="list-style-type: none"> School fete Assisting with BBQ Mother's Day & Father's Day stall Deb Balls School Disco Other duties as directed.

Selection Criteria	
Commitment to Catholic education	<ul style="list-style-type: none"> • An understanding of and respect for the school values of St Francis of the Fields Primary School
Child safety	<p>The volunteer must:</p> <ul style="list-style-type: none"> • have experience of working with children • demonstrate an understanding of appropriate behaviours when engaging with children • be a suitable person to engage in child-connected work • hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Skills/attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Good oral and written communication skills, including ability to communicate with children, parents and the school community • Ability and willingness to accept policy directives • Maturity • Have good, clear communication with the Co-Principals at all times



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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's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer form
- information about communication lines within the school
- appropriate occupational health and safety protection
- 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 Principal 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: _____



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Record of Interview with a Volunteer

The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the volunteer position and the school in general.

Where the interview is for a specific task/job, there should be a discussion of the role and responsibilities, using the description of the volunteer role and Responsibilities of Volunteer form as a base.

Background Details	
Name:	
Interviewer:	
Date of Interview:	

General Questions	
Why are you interested in volunteer work?	
Why are you interested in volunteer work at our school?	
Do you have a preference for the type of volunteer work you would like to undertake?	

Child Safety

Can you tell me why you want to work with children?

Can you tell me about a time when you worked with a child you found difficult and how you dealt with it?

Can you outline to me your understanding of professional boundaries with students?

General Comments

Are there any additional comments you wish to make in relation to your application for volunteer work?

Declaration

Name of Interviewer:

Date of Referee Check: