At Holy Family School we believe that voluntary workers make a significant contribution to the school community and consequently student learning by giving their time and sharing the skills and expertise with others.

Holy Family School is committed to the health and safety of our community, and in particular we recognise the importance and safety of volunteers who undertake valuable work. Holy Family School ensures that volunteers are given the same consideration as employees under our Work Health & Safety (WHS) Policy.

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 a job description that adequately describes your roles and responsibilities where applicable e.g. specific events or regular detailed volunteer involvement;
- be provided with an WHS 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.

As a volunteer you also have responsibilities to:
- work safely,
- not affect the safety of others,
- to observe all established Policies and Procedures,
- report any safety concerns.
- Attend mandatory notification as required
- Completed police check

Volunteers must also recognise their duty of care and work in accordance with all legislative requirements and adhere to the relevant policies and procedures of Holy Family Catholic School.

The Volunteer Information pack contains the following documents:
- Work Health & Safety induction information
- Volunteer Details form
- Child Protection training information
- Acknowledgement – Volunteers Induction Schedule

Would you please complete the application forms and acknowledgement slips and return them to the front office. A consent form for the Catholic Police Clearance will be prepared by office staff which will also require a 100 point check to be completed. Please bring your identification with you.

Your continued support of the school is greatly appreciated and beneficial to both staff and students of Holy Family Catholic School. We thank you for your generous support.

KERRY WHITE
PRINCIPAL
**Volunteer Induction**

<table>
<thead>
<tr>
<th>Sign In/Out</th>
<th>All volunteers are required to sign-in at the Front Office and collect a visitor pass on arrival. Please sign out at the Front Office prior to leaving the school and return your visitor pass.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazardous Substances</td>
<td>No hazardous substances are to be brought to the school without prior approval of the Principal.</td>
</tr>
<tr>
<td>First Aid</td>
<td>First aid office is located in the Front Office Reception area. Qualified first aid staff are only on location during normal office hours. If you have any special medical needs, please advise our first aid staff.</td>
</tr>
<tr>
<td>Safe Work Practices</td>
<td>It is expected that you will use safe work practices whilst undertaking your volunteer work. These can include correct lifting procedures and to following detailed correct food-handling techniques in the canteen as instructed by canteen manager.</td>
</tr>
<tr>
<td>Voice Injury Prevention</td>
<td>If you are required to use your voice over long periods of time, please take fluids regularly and avoid straining your voice.</td>
</tr>
<tr>
<td>Fitness for Work</td>
<td>Volunteers must not be under the influence of alcohol or other substances whilst working on school grounds.</td>
</tr>
<tr>
<td>Report of injuries, hazards and unsafe situations</td>
<td>Should you sustain significant injuries or notice any hazards and unsafe situations, these must be reported to the school.</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>If you are on school grounds when our loud speaker siren is sounded, you are required to follow the teacher’s instructions. This will also apply to any practice drills that are undertaken within the school grounds.</td>
</tr>
<tr>
<td>Smoking</td>
<td>The school is totally a smoke free zone and no smoking is allowed on school premises.</td>
</tr>
<tr>
<td>UV Protection</td>
<td>If you are required to work outdoors, please use shaded areas where possible. And if you are working in the sun, please wear a hat and sunscreen protection with sunglasses if you have them. Please keep your fluid intake up throughout the day.</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>Any electrical equipment brought to the school must display a current inspection and test tag.</td>
</tr>
</tbody>
</table>
Volunteer Details Form

Full name: ___________________________________________

Address: ___________________________________________

Phone number: ___________________________________________

Email: ___________________________________________

Area of interest: ___________________________________________

Qualifications: ___________________________________________

____________________________________________________________________

____________________________________________________________________

Experience or other relevant information relating to area of interest:

____________________________________________________________________

DECLARATION:

I agree to take all reasonable steps to protect my own health and safety while on school property.

I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school(s).

I declare that I am a fit and proper person of good character. Below are 2 referees who will attest to my good character (eg previous or current employer, doctor, lawyer, JP, teacher etc)

Name: ___________________________________________

Address: ___________________________________________

Phone number: ___________________________________________

Name: ___________________________________________

Address: ___________________________________________

Phone number: ___________________________________________

Have you ever been charged with a criminal offence involving children, dishonesty or violence? Yes / No

Signed: ________________________________  Date: _____________

I acknowledge that this completed form will be kept on file.
Acknowledgement - Volunteer Induction Schedule

I have read, understood and agree to comply with the safety rules, policies and procedures outlined.

In accordance with the Part 29 Division 4 of the Work Health & Safety Act 2012, a person at a work place (whether or not the person has another duty under this Part) must:

a. Take reasonable care for his or her own health and safety; and
b. Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other person; and

c. Comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person conducting the business or undertaking to comply with this Act.

I have completed the Child Protection training.

Volunteer’s Name ................................................................................................................

(please print)

Signature: ......................................................................................... Date: ...............

v5/2016
Volunteer Child Protection Training

Here at Holy Family we encourage participation from parents in our classrooms. In order to do this we have some child protection imperatives that need to be addressed.

- All volunteers are required to have a current Catholic Police Clearance.
- All volunteers must complete the Volunteer Induction Schedule.
- The details of a suitable referee for us to contact must be provided.

All volunteers are required to complete an online Responding to Child Abuse and Neglect module. In school communities, we are all mandated to notify appropriate authorities of any concerns we have in relation to the care of children. The online presentation takes about 25 minutes to complete.

To accommodate this requirement volunteers can come into the school and complete this with our support. If you wish to participate in this, please report to the front office and we will assist you from there.

The online training can also be completed using your own computer at home by following the instructions below:

1. Log on to [http://www.holyfamily.catholic.edu.au](http://www.holyfamily.catholic.edu.au)
2. Click on Parent Resources
3. Scroll down to Volunteers
4. Click on Volunteers child protection training
5. At the end of the presentation, please complete your details for a confirmation message to be sent directly to the school advising that you have completed the training.

If you already have a current Responding to Child Abuse & Neglect certificate, please provide a copy to the front office.