



St. Patrick's Parish Primary School
119 Drummond St Sth, Ballarat 3350
Phone 5332 7680 Fax 5333 2802
ABN: 52341536710

Induction statement for Engaging Volunteers at St Patrick's Parish Primary School

Engaging volunteers at St Patrick's Parish Primary School adds to the life of our school. It provides an important link to the community and the home. Parents are welcome and encouraged to volunteer with your child's classroom teacher or volunteer with our various parent club activities within the school such as the canteen, uniform shop and other P&F or school nominated activities.

The Victorian Government has introduced Child Safe Standards along with Ministerial Order No. 870, which set out the minimum requirements for schools in relation to child safety. Child Safe Standard 4 and clause 10 of Ministerial Order No. 870 relate 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 St Patrick's Parish Primary School has implemented the following actions in relation to the engagement of volunteer parents/guardians at our school -

- volunteers must register at the school office when in the school and provide details in the Sign In Book
- volunteers must supply a valid Working with Children Check (WWCC) a copy of which is to be provided to the school office
- volunteers must sign the school Code of Conduct once which is then held at school
- volunteers must wear visitor lanyards while in the school grounds
- volunteers must keep school matters confidential, including those related to students
- volunteers must be under the supervision of the classroom teacher at all times when engaged in learning activities
- volunteers must follow school staff members instructions in the case of an emergency
- volunteers must read and be familiar with the expectations and requirements within the Induction statement for Engaging Volunteers at St Patrick's Parish Primary School, the school's Child Safe Policy and Code of Conduct also the (CECV) Commitment to Child Safety. All of which are available on the school's website or available at the school office
- Classroom volunteers to attend Parent Helper Induction training sessions which are held at the beginning of the school year for new volunteers

Working with Children Check (WWCC)

The Working with Children Act 2005 (Vic.) requires that any person doing child-related work, must have a valid Working with Children Check (WWCC). St Patrick's Parish Primary school requires that volunteers are required to apply for and pass a WWCC. A WWCC application can be made online at <http://www.workingwithchildren.vic.gov.au/>.

Child Safety Policy and Code of Conduct

During 2016 St Patrick's Parish Primary School undertook a collaborative approach in developing a Child Safety Policy and Code of Conduct, recognising that the responsibility of child safety sits with all members of the school community. These documents, together with the Catholic Education Commission Victoria (CECV) Commitment Statement to Child Safety, are available for access from our school website.