



February 2017

Dear Volunteer,

The Victorian Government recently introduced new 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 relates to staff screening, selection, supervision, training and other human resources practises 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 Sacred Heart Parish 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. Sacred Heart Parish 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 read the "Responsibilities of a Volunteer Form" at the end of this letter and **complete the google application form at <https://goo.gl/forms/27Q30HzzowAPe5i1>** before engaging in volunteer activities at Sacred Heart Parish 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 Card (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. To apply online go to www.workingwithchildren.vic.gov.au. **Please forward a copy of your WWCC to the office. Make sure you wear your WWCC on your lanyard when volunteering. (Lanyards available at the office)**

Child Safety Policy and Code of Conduct

Sacred Heart Parish School is taking a collaborative approach in developing a Child Safety Policy and Code of Conduct, recognising that the responsibility of child safety sits with the whole school community. I have attached these documents, together with the Catholic Education Commission Victoria (CECV) Commitment Statement to Child Safety and request that you read through and familiarise yourself with these documents. **Please complete requirements and return a signed copy of the Code of Conduct to the office.**

I would like to thank you for your understanding, your commitment to child safety within our school and your continued support as a volunteer at Sacred Heart Parish 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 Safety Standards or this letter please feel free to contact me.

Kind regards,

Erin Macdonald

Principal.

Responsibilities of a Volunteer Form

Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, Sacred Heart Parish School 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
- out-of-pocket cost reimbursement
- 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 Sacred Heart Parish 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 supervisor 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 Sacred Heart Parish School. I have read and understand the responsibilities of a volunteer of Sacred Heart Parish School.

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I acknowledge and accept that I have been engaged as a volunteer of Sacred Heart Parish School and that no payment will be made to me by the school.

I understand and accept that the Sacred Heart Parish School can cease the volunteering arrangement at any time.