



# Becoming a Volunteer at Queen of Peace Primary School

Queen of Peace staff and community recognize and value the importance of having volunteers assist at school in a variety of capacities. The children respond to having someone they know working in the school and the teachers enjoy having an extra pair of hands.

In 2016 the Victorian Government introduced Ministerial Order 870 which sets out new standards for schools and other places where children are present, e.g. sports clubs. As a result of these new Victorian Child Safe Standards, schools are now required to undergo more vigorous screening and monitoring of volunteers. Child Safe Standard 4 sets out the practices that we need to go through to reduce the risk of child abuse when engaging new employees, volunteers and contractors.

Under the Child Safe Standards, 'school staff' includes 'an individual working in a school environment who is ... a volunteer'. This means that the checking of referees, work history and so on that applies to the employment of staff in schools, also applies to schools in relation to the engagement of volunteers who are involved in 'child-connected work'.

Under the Child Safe Standards, 'child-connected work' means work authorised by the school principal or governing body and 'performed by an adult in a school environment while children are present or reasonably expected to be present'.

'School environment' extends to locations other than the school campus, e.g. school camps, sporting events and excursions. These broad definitions mean that most volunteer activities at a school will be subject to the Child Safe Standards

Therefore, parents helping out at school are considered volunteers and in order to meet the Child Safe Standards, Queen of Peace school has initiated actions including; all volunteers having current Working with Children Check (WWCC) and have this recorded at the office, signing in at the office and wearing a lanyard at all times and signing the Queen of Peace Community Code of Conduct. All new volunteers (i.e. those who do not have a current WWCC registered with our office) will need to complete an Application form to become a volunteer. Parents who are also teachers can supply a current VIT registration card in lieu of a WWCC.

## **Application Form & Process**

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Queen of Peace 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. Volunteers are also asked to list up to three referees that can speak on behalf of the applicants suitability to work with children.

## **Pre-engagement Checks**

All volunteers at Queen of Peace 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 office as soon as practicable.

## **Child Safety Policy and Community Code of Conduct**

During 2016 Queen of Peace school in consultation with the community developed a Child Safety Policy and related Codes of Conduct. We recognise that child safety and a zero tolerance towards child abuse is the responsibility of all members of our community. These documents, together with the Catholic Education Commission Victoria (CECV) Commitment to Child Safety statement are available to read and download from our school website. Volunteers are expected to have read these documents and signed the Community Code of Conduct before being able to volunteer at Queen of Peace.

## **Next Steps in Becoming a Queen of Peace Volunteer**

Read the Child Safe Policy, Community Code of Conduct, sign the Community Code of Conduct and complete the Application Form and return it to the school office.

Volunteers will be provided with an induction to the workplace as a supportive way of introducing the volunteer to Queen of Peace school and its ethos, policies and procedures as well as introducing them to their role and work area.

It is an expectation that new volunteers participate in a 'Becoming a Volunteer at Queen of Peace' session or meeting with a school representative as part of the induction process.

## Steps to Becoming a Volunteer at Queen of Peace

1. Gain a Working With Children Check.
2. Sign the Community Code of Conduct.
3. Complete the Volunteer Application Form and process.
4. Attend a 'Becoming a Volunteer at Queen of Peace' session or meeting with a school representative as part of the induction process.
5. Sign in and out of the school office.
6. Wear the volunteer lanyard at all times while in the school.
7. Follow the instructions of the supervising teacher/s.

## Descriptions of possible Volunteer Roles

<p>1. Assisting teachers with school-based tasks, including:</p> <ul style="list-style-type: none"> <li>• display set-up</li> <li>• resource preparation</li> <li>• book covering.</li> </ul>	<p>2. Supporting literacy and numeracy activities, including:</p> <ul style="list-style-type: none"> <li>• one-on-one reading sessions</li> <li>• group reading</li> <li>• mathematics activities.</li> </ul>	<p>3. Assisting the physical education teacher by:</p> <ul style="list-style-type: none"> <li>• setting up and packing away sports equipment</li> <li>• encouraging students to participate in activities that promote fitness and development of sporting ability.</li> </ul>
<p>4. Assisting in school canteen duties, such as:</p> <ul style="list-style-type: none"> <li>• general food handling</li> <li>• preparing sandwiches</li> <li>• serving at the counter</li> <li>• selling food and drink items</li> <li>• wiping down counters</li> <li>• washing and putting away utensils</li> <li>• general cleaning duties</li> <li>• restocking shelves with food items for the next session.</li> </ul>	<p>5. Assisting school teaching staff in coordinating an excursion by:</p> <ul style="list-style-type: none"> <li>• supervising students as required</li> <li>• taking students to/from toilets, drinking fountains etc.</li> <li>• supervising students on bus</li> <li>• praising appropriate behaviour and encouraging modification of inappropriate behaviour</li> <li>• modelling acceptable behaviour and language.</li> </ul>	<p>6. Assisting in a wide range of day-to-day school activities, such as:</p> <ul style="list-style-type: none"> <li>• photocopying</li> <li>• processing library books</li> <li>• general classroom activities</li> <li>• editing school magazine</li> <li>• typing children's stories</li> <li>• chart making</li> </ul> <p>Other duties as directed.</p>

Parents/carers who are already volunteers in our school, i.e. you already have a current WWCC registered with the school office, will need to maintain this as current, read the Child Safety Policy and complete the Community Code of Conduct to continue volunteering at Queen of Peace. At a later stage we may also ask you to complete an application form for our records.

Thank you for your understanding, your commitment to child safety and for your continued support for all that we do at Queen of Peace.

If you require further information with regard to child safety at Queen of Peace or the application process for becoming a volunteer please do not hesitate to contact me through the school office or via email at [principal@qopaltonameadows.catholic.edu.au](mailto:principal@qopaltonameadows.catholic.edu.au)

Yours sincerely,



Anthony Drill  
Principal

# Queen of Peace Volunteer Application Form



Title:	Surname:	Given Name:
Residential Address:		
Email Address:		
Work phone contact:		Mobile:
Working with Children Check: Yes No (Please attach copy of your card)		WWC number:

<b>Volunteer Role</b> (Please provide details of the volunteer position/s that you are interested in)

<b>Availability to volunteer</b> (please tick the times that you are available to volunteer)					
Time:	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					

<b>Training/Certification:</b> e.g Relevant qualifications, First Aid certificates, Computer skills etc.

Employers Name & Address	Positions/Duties	Dates	
		From	To

*Note: Please list last three previous employers.*

Organisation Name & Address where you volunteered previously	Positions/Duies	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.)*

<b>DECLARATION</b>	
<i>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>	
I am applying for volunteer work with [insert school/college name].	
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	
I declare that the information contained in this application is true and correct.	
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.	
Signature:	Date:

### **Privacy Statement**

The personal information you have provided will help us to assess you as a valued volunteer of Queen of Peace school and will be treated as confidential. Information provided by you in this form may be checked by the school with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).