
Volunteering at Our School

Dear Parents, Carers and Community Members,

Thank you for your interest in becoming a volunteer with Holy Rosary Primary School. At Holy Rosary Primary School, White Hills the safety and wellbeing of our students is our highest priority. To uphold our commitment to child safety, **ALL** Volunteers are required to review and acknowledge our Child Safe Code of Conduct, Staff & Students Professional Boundaries Policy and Photography & Video Policy and Procedures. Additionally, Volunteers must complete a Volunteer Registration form and successfully complete the CESL School Volunteer Induction before commencing their role as a Volunteer.

We deeply value the contributions of our Volunteers and appreciate your support in maintaining a culture of care and protection. Together, we can continue to provide a safe and nurturing space for every child to thrive.

For more information about volunteering, please contact us directly or visit our website to complete the **online Volunteer Registration form**, which can be found under the **Child Safeguarding** section.

All Volunteers will be asked to:

- Complete a Volunteer Registration form (including personal details, Working with Children Check (WWCC) and 2 personal referees), please inform your referees they will be contacted by the school in relation to your volunteering.
- Once you have completed the Volunteer Registration form and are approved to Volunteer at the school, you will be sent an email with a link to access the required training:

(Please note – Completing this induction replaces the previous onsite induction interview)

- CESL School Volunteer Induction; and
- Read and acknowledge the Child Safe Code of Conduct, Staff & Students Professional Boundaries Policy and Photography & Video Policy and Procedures.

All Volunteers will be required to update details at the start of each year and inform the school of any changes to your circumstances or updates to your WWCC. All Volunteers will need to complete the CESL School Volunteer Induction and read and acknowledge all relevant safeguarding policies at the start of each school year even if an existing Volunteer.

All information received regarding volunteering and providing referee details will be maintained in line with CESL Privacy Policy.

If you have any questions regarding volunteering at Holy Rosary, please contact the school office on 5448 4280.

Kind Regards,

Helen Hugan & Tracy Roberts
Administration

Exemptions

The following people are not required to have a WCC Check:

- Teachers registered with the Victorian Institute of Teaching (VIT) – Parents/volunteers who hold a VIT registration should supply a copy of their VIT card to the office along with photo ID
- Students, aged 18 or 19, undertaking volunteer work organised or held at School
- Victorian or Australian Federal Police officers – Parents/Volunteers who are currently employed as a member of the Police Force should provide appropriate evidence of employment to the school office
- Workers, who usually live in another state or territory, visiting Victoria to engage in child-related work (only up to 30 days within the same calendar year)
- All children under the age of 18