



Engaging Volunteers at Our Lady Star of the Sea school

Engaging volunteers at Our Lady Star of the Sea school is integral to the experience for our students. It provides an important link to the community and the home. Parents are welcome and encouraged to volunteer, especially to work with children in class or on excursions.

Child Safe Standards

The Victorian Government 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 relates 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.

Child Safety Policy and Code of Conduct

During 2016 Our Lady Star of the Sea 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 Our Lady Star of the Sea 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. Volunteers are expected to read these documents and be familiar with the expectations and requirements.

Application and 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 Check (WWCC). Our Lady Star of the Sea school requires that volunteers are required to apply for and pass a WWCC. Volunteers also need to sign off on the school's Code of Conduct once. The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Our Lady Star of the Sea school takes child safety very seriously and for this reason, volunteers are required to complete an application form, listing entire work history, including any volunteer work, involving children.

Where To Now

Information packs outlining the requirements are available from the school office. If you wish to be a volunteer please collect an information pack from our school office.

It is an expectation that volunteers attend an Engaging Volunteers at Our Lady Star of the Sea School session. These sessions are usually scheduled in Term 1 however please contact the school office for the latest information about these sessions.

It is important volunteers are provided with an induction to the workplace. Before beginning in the role of volunteer the supervising teacher briefs volunteers to the role and work area and communicates the school's Vision, ethos, policies and procedures.

I thank you for your understanding, your commitment to child safety within Our Lady Star of the Sea school community and for your continued support.

If you have any further questions regarding the Child Safe Standards in regard to volunteers please make contact with me through the school office or email principal@staroceangrove.catholic.edu.au

Respectfully,
Kerryn Sells

In summary the steps to engage in being a volunteer at Our Lady Star of the Sea school includes:

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| <p>Have a current Working with Children Check</p> <p>Sign the school Code of Conduct</p> <p>Complete the Application Form</p> <p>Sign off on the Responsibilities of a Volunteer Form</p> | <p>Attend an Engaging Volunteers at Our Lady Star of the Sea school session</p> <p>Be briefed by the supervising teacher</p> | <p>Sign in and out at the school office</p> <p>Wear the volunteer lanyard When appropriate, wear the yellow vest</p> <p>Follow the instructions of the supervising teacher</p> |
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Description of Volunteer Role

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| <p>Supporting learning activities, including one-on-one, group or roaming situations, guest speaker, sport coach, performing arts instructor, assisting with technology</p> | <p>Assisting teachers with tasks, including display setup, resource preparation, book covering</p> | <p>Assisting in a wide range of day-to-day school activities including photocopying, laminating, processing library books, typing stories,</p> |
| <p>Assisting in school associated roles, including Canteen, Recycle Uniform Shop, PFA Activities, Working Bees, Mowing Roster, School Education Board</p> | <p>Assisting teachers in excursions, including camp, swimming, sports events</p> <ul style="list-style-type: none"> ● supervising students as required ● setting up and packing away equipment ● encouraging students to participate in activities. ● taking students to/from toilets, drinking fountains ● supervising students on the bus ● praising appropriate behaviour and encouraging modification of inappropriate behaviour ● modelling acceptable behaviour and language. | <p>Other duties as directed</p> |

Selection Criteria

| Commitment to Catholic education | Child safety for child-connected work | Skills/Attributes |
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| <p>An understanding of and respect for the school Vision and values</p> <p>Ability and willingness to accept school policy directives</p> | <ul style="list-style-type: none"> ● have an understanding and or experience of working with children ● demonstrate an understanding of appropriate behaviours when engaging with children ● Fulfil the requirements of a suitable person to engage in child-connected work ● hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check if necessary ● sign the school Code of Conduct ● complete Application Form and Responsibilities of a Volunteer Form | <ul style="list-style-type: none"> ● Ability to work as part of a team ● Good oral and written communication skills, including ability to communicate with children and teachers ● able to follow directions from the teacher ● Confidentiality |