

# **St Louis de Montfort's School, Aspendale**

## **VOLUNTEER POLICY**

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 St Louis de Montfort's Primary 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. St Louis de Montfort's Primary 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 "Volunteer Responsibilities Role" at the end of this letter and complete the google application form at <https://goo.gl/forms/yjBfPgLzyQkNm9nv1> before engaging in volunteer activities at St Louis de Montfort's Primary 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). There is no change to this requirement. Make sure you wear your WWCC on your visitor's lanyard at all times when volunteering.

The steps for applying for a WWCC are as follows:-

1. Apply for a WWCC to the Department of Justice online [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
2. Receipt of your application will be provided immediately. Register your WWCC at the school office
3. When your application has been verified and your identification has been registered with the school, you will receive an Identification Card from the Department of Justice

### **Confidentiality**

Your contribution as a volunteer is valued. Volunteer classroom helpers supplement educational opportunities for our students. Your services in the classroom will generally involve supporting students in their learning while the teacher engages in explicit teaching for small focus groups.

Curriculum content and methodology is governed by school policy. As a volunteer classroom helper you will come to recognise that each teacher has an individual style of organisation and delivery. Similarly, students learn at different rates so you will appreciate the broad range of ability levels presented in each classroom. In order to maintain privacy, including that of the students, their families and the teacher/s you assist, classroom helpers must abide by the utmost confidentiality.

Breaches of confidentiality are not only covered by school policies but also by law, as stated in the Parent Code of Conduct, the Discrimination Free Workplace Policy and in Policies relating to Staff Defamation in Protecting the Professional Reputation of Staff.

We trust that you will derive a measure of personal satisfaction from your experience as a volunteer parent helper at St Louis de Montfort's Primary School.

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

St Louis de Montfort's Primary 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. These documents, together with the Catholic Education Commission Victoria (CECV)

Commitment Statement to Child Safety can be found on the school's public website at <http://www.stlouisaspendale.catholic.edu.au/student-wellbeing/132/p/child-safe/> We request that you read through and familiarise yourself with these documents.

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 St Louis de Montfort's Primary 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.

Regards

Tom Lindeman

Principal

## **Responsibilities of a Volunteer**

1. maintain a current Working With Children Check
2. make an informed decision to work as a volunteer at St Louis de Montfort's Aspendale
3. undertake work induction and training as required
4. comply with the school's child-safe policy and code of conduct
5. work on tasks suitable to your skills and experience
6. behave in an ethical manner
7. keep school matters confidential, including those relating to students
8. be committed to the school's aims and objectives
9. inform the supervisor when unable to undertake or complete a task
10. use appropriate information channels within the school when needing information, support, back-up, supervision or review
11. be aware of the limits of your role within the school
12. be aware of your duty of care to students
13. comply with occupational health and safety policies and practices
14. act as a member of the team
15. be aware of protocol when representing St Louis de Montfort's school
16. model acceptable behaviour and language
17. praise appropriate student behaviour and encourage modification of inappropriate behaviour
18. arrange child minding for your pre-schoolers while you are undertaking the role of volunteer classroom helper at school.

**Policy released 15<sup>th</sup> April, 2017**