



Fitzroy Community School

Volunteer Process

We are committed to implementing and following practices to help protect the safety and wellbeing of children and our staff and volunteers. The requirements set out below are designed to ensure that volunteers are suitable to work with children and are well-placed to make a positive contribution to our school community.

Child Safety

To ensure the safety of our students at all times, all volunteers will be required to obtain a Working with Children Check.

The Principal will consider the child safety risks relevant to the volunteer's role and will also provide specific instructions regarding the volunteer's work location, duration and number of students in a group for the volunteer to follow to ensure compliance with child safety best practice.

Volunteer Induction

Volunteers will need to complete the Volunteer Induction Form (Appendix A) and participate in all training and induction activities as requested by the school (will be determined by the Principal or Head of Campus) based on the scope of the volunteer role. Volunteer induction is an annual process, and volunteers will need to undertake the process each calendar year.

Supervision

The Principal, Vice Principal (Brunswick Street Campus), Head of Campus or Co-ordinator (Normanby Avenue Campus) will determine the level of school staff supervision required for volunteers depending on the type of work being performed, and with a focus on ensuring the safety and wellbeing of students. The Principal has the discretion to make a decision about the ongoing suitability of a volunteer and may determine at any time whether or not a person is suitable to volunteer.

Privacy & Confidentiality

Volunteers must ensure that any information they obtain during the course of their volunteer work is kept confidential and must not be disclosed unless they are legally required to do so (Eg. if volunteers form a view that a child is experiencing or is at risk of experiencing abuse). Refer to the Child Safety Reporting Procedures for guidelines on how to report any concerns about child safety. Volunteers' confidentiality obligations include not discussing the behaviour, disabilities, personal characteristics, academic progress or medical information of students and staff.

Records Management

While it is unlikely volunteers will be responsible for any school records during their volunteer work, any school records that volunteers may be working on will remain the property of the school at all times, must not be retained by the volunteer or removed from the school physically or digitally unless expressly authorised by the Principal.



Appendix A -Fitzroy Community School

Volunteer Induction Form (completed annually)

PERSONAL DETAILS

First Name(s):

Surname:

Address:

Mobile:

Email Address:

Working With Children Check Number & Expiry
Date:

Please ensure you email a copy of your WWCC to
school or provide it the person doing your induction.

EMERGENCY CONTACT INFORMATION

Name:

Relationship:

Mobile:

Do you have any condition(s) that might affect your ability to volunteer in particular roles, or that we should be aware of in case of emergency? (If yes, please provide details below).

☐ Yes

☐ No

RELEVANT EXPERIENCE, SKILLS & QUALIFICATIONS

PREVIOUS CHILD RELATED EMPLOYMENT OR VOLUNTEER WORK - REFERENCES

Employer OR Organisation :

Contact Number or Email Address:

Position:

Period of Work:

Employer OR Organisation :

Contact Number or Email Address:

Position:

Period of Work:

Please tick each item as it is covered.

This induction for **BRUNSWICK ST** or **NORMANBY AVE** Please circle appropriate campus.



Inductee and staff member conducting this induction are to sign below to confirm that all items have been explained and discussed.

If you have any questions at any time, feel free to speak to the staff member who inducted you or the campus head at either campus.

Physical school premises (including an overview of potential risks)	
Child Safety Overview of school policies and expectations re: child safety and Victoria's Child Safe Standards. Instructions on how to access the school's Child Safety Policies & Procedures. Ensure volunteer receives FCS Child Safe Standards Induction Training Form – Volunteers	
Location of First Aid Equipment (including Epipen & Ventolin)	
Expectations regarding CPR and First Aid Training	
Anaphylaxis induction as per FCS Anaphylaxis Induction form to be completed	
School access codes / use of intercom	
Identification of staircase / hallway collision hazards	
Restricted openings of upper story windows (safety) Brunswick St only	
Locked areas/spaces	
Safety and risk management procedures for outings	
Student road safety briefing protocols	
Arrival and departure times	
Explanation of office equipment and access/passcodes	
Dates, events and holidays (via a school calendar)	
Explanation of the timetable and class structures	

VOLUNTEER DECLARATION

Please read each statement below. Please tick each box to acknowledge your acceptance of each statement.

Volunteer & Pre-Service Teacher Acknowledgement & Agreement	
I will comply with any reasonable direction given by a member of staff.	
I will refer all behavioural issues or concerns to a staff member.	
I will immediately report any risks, hazards, incidents, accidents and injuries to a staff member.	
I will immediately report any child safety or wellbeing concerns to the Head of Campus or Principal.	
I declare that the information given is true and correct.	
I declare that I have not been given a WWC Exclusion.	
I understand that I will perform all duties on a voluntary basis and will not be paid for my work.	
I confirm that I will be required to read and comply with all relevant school policies and processes.	
I agree to complete any induction or training required.	
I will ensure that any personal, sensitive or confidential information I become aware of through my work or visit is managed in accordance with the school's Privacy Policy.	

Signed: _____

Date: _____

Please attach a copy of your proof of identity (e.g. driver's licence) and Working With Children Check.

SCHOOL INDUCTION DECLARATION

I confirm that the above named volunteer has received the following induction (tick all that apply).

- ☐ they were provided with and returned a signed copy of the Child Safety Code of Conduct.
- ☐ they have been briefed on all relevant Child Safety Policies and understand how to access copies of any policies during their volunteer work.
- ☐ they have been participated in an anaphylaxis briefing.
- ☐ they have completed training modules if requested (eg. Mandatory Reporting e-module, ASCIA Anaphylaxis, First Aid &/or CPR)
- ☐ I have verified their Working With Children's Check is valid and current, and details have been added to our WWC Register.
- ☐ An appropriate form of photo ID has been sighted.

Signed (On Behalf of FCS): _____

Date: _____