VOLUNTEER INDUCTION POLICY

VISION

Catherine McAuley School is a Catholic Faith community which promotes and celebrates excellence in education.

A spirit of reconciliation is encouraged through our experience of faith, growth and unity.

We endeavour to prepare children for a life that is lived in justice, dignity and mutual respect.
1 RATIONALE

At Catherine McAuley School we aim to provide the best possible holistic education for our students in partnership with their families and the Parish community.

In order to provide a variety of programs to suit the varied needs of students, we invite volunteers to work in the school to enrich and extend the learning opportunities offered within the school curriculum.

Catherine McAuley School is privileged to have many willing volunteers who readily share their gifts with the school community.

To honour the efforts of our volunteers in offering their time and expertise, we provide induction and training opportunities to ensure best possible outcomes for volunteers and safety and success for our students.

2 AIMS

2.1 To inform and prepare volunteers for success at Catherine McAuley School and to promote the care and well-being of all members of our school community.

2.2 To enable volunteers to familiarize themselves with the pastoral, safety and legal information required for volunteers to work successfully at Catherine McAuley School.

2.3 To provide volunteers with successful strategies for working with all members of the school community.

2.4 To inform volunteers of the school’s responsibilities to all members of the school community and the legal and pastoral responsibilities of people who access the Catherine McAuley School site.

2.5 To provide a safe school environment which ensures that children are protected.

2.6 To ensure volunteers understand the definitions of child abuse and neglect and carry out their legal obligations, responsibilities and correct procedures when notifying suspicion of child abuse and neglect.
2.7 To support volunteers directly involved with the handling of disclosure and notification.
2.8 To promote models of behaviour between volunteers and children based on mutual respect and consideration.
2.9 To ensure that student management practice respects the dignity of children.
2.10 To ensure appropriate confidentiality in relation to all information surrounding children.

3 POLICY GUIDELINES
3.1 Screening and clearance of volunteers is carried out according to the procedures and protocols as outlined by the Archdiocese of Adelaide Professional Standards Office and the South Australian Catholic Education Office and is cost free to all volunteers.
3.2 All volunteers are registered in the school’s Location Register. This database is maintained by a Nominated Authorised Person (NAP), usually the Personal Assistant to the Principal.
3.3 To become a Registered Volunteer at Catherine McAuley School individuals must complete all of the steps in the order as outlined in the ‘Volunteer Induction Policy: Appendix A – ‘Volunteer Information Pack’, the key steps in this process are described below:

Step 1: log your personal details in the ‘Volunteer Enquiry Register’ at the Front Office and collect a ‘Volunteer Information Pack’.

Step 2: complete and lodge the enclosed forms for verification and processing, with a Nominated Authorised Person (NAP) via the Front Office.

Step 3: Book into and attend a ‘Responding to Abuse and Neglect: Education and Care Induction Session for Volunteers’; this session includes ‘Volunteer WHS Site Induction Training’.

Step 4: make an appointment at the Front Office to complete and lodge a ‘Catholic Archdiocese of Adelaide Police Check Unit (PCU) – Initiation Check Request Form’.
3.4 When you receive your ‘Catholic Police Clearance Letter/Card’ in the mail (valid for three years from date of issue), take the original letter/card to the Front Office for sighting and copying for school records.

3.5 Once registered, volunteers are presented with a ‘Registered Volunteer’s Badge’ bearing his or her name. Volunteers must sign in at the Front Office when they arrive and these name badges must be worn whilst the volunteer is on site/school excursion.

3.6 A Member of the Leadership Team or a Nominated Authorised Person (NAP) is responsible for facilitating the Volunteer Training and Induction Sessions.

4 RESOURCES

4.1 Catholic Education South Australia (CESA): Screening and Recruitment Procedures for Applicants – Employees, Volunteers and Other Workplace Participants in Schools or Catholic Education Offices.

4.2 SA Catholic Church Safety Manual: for Catherine McAuley School’s site OHS&W Policy.

4.3 Department for Education and Child Development (DECD): ‘Information Sharing Guidelines for Promoting the Safety and Well-being of Children, Young People and their Families:


4.4 Department for Education and Child Development (DECD): Responding to Abuse and Neglect - Education and Care Training:


4.5 Catherine McAuley School: Care, Wellbeing and Protection of Children and Young People Policy.

4.6 Catherine McAuley School: Excursions, Sports and Outdoor Education Policy.

4.7 Catherine McAuley School: Protective Practices Policy.

DATE FOR REVIEW

Reviewed: 25 May 2016
Next Review: 2021