



Volunteers Guide 2016

A guide to support volunteers and the St. Joseph's School, Benalla meet the requirements of the Victorian Government's Child Safe Standards.

St. Joseph's Primary School, Benalla is a Child Safe School

September 2016

IDENTITY STATEMENT

St Joseph's is a welcoming, Catholic, child safe school community, that nurtures and values each person, knowing God lives in all of us.

VISION STATEMENT

St Joseph's strives to:

- Provide a safe, inclusive environment that fosters hope, respect, responsibility and reconciliation.
- Promote shared partnerships between home, school, parish and the wider community.
- Educate the whole person - spiritually, socially, emotionally, academically and physically.
- Provide a challenging, innovative and comprehensive curriculum that encourages life-long learning.

GRADUATE OUTCOMES

- At St. Joseph's we strive to educate students to:
 - Be safe, respectful and responsible for themselves, others and the environment
 - Value the beliefs, rituals and traditions of the Catholic faith
 - Grow in their personal relationship with God and others
 - Be engaged and resilient
 - Be committed to social justice
 - Achieve curriculum standards reflective of their individual ability
 - Be life long learners, open to challenges and opportunities

Volunteering at St. Joseph's Primary School, Benalla

Dear parent, carer and/or friend of St. Joseph's Primary School, Benalla,

Thank you for your interest in volunteering in our school community.

Our school has long history of volunteering. Indeed, our school has been built on this tradition, dating back to our establishment. The clergy, religious, lay staff and students of St. Joseph's Primary School have been well supported by parents, carers, parishioners and members of the school, parish and local community from these early days.

This guide has been created to support you in your volunteering and help the school meet its professional obligations around the engagement of volunteers in our school. On 1st August 2016 the Victorian Government required all schools to meet Child Safe Standards which introduced a number of key changes to the engagement of volunteers in Victorian schools. This guide reflects those changes and the requirements under these guidelines.

On behalf of the school community, I thank you for your interest in volunteering at our school. Volunteers are welcome, needed and valued in the St. Joseph's Primary School Community.

Stephen Hicks

Stephen Hicks
Principal

Volunteers in Catholic schools:

- contribute to the pool of resources available
- build a shared sense of community
- create opportunities for community connection, involvement and engagement
- strengthen the connection between schools, families, parishes and community.

Benefits:

School communities

- extend opportunities to broaden the perspectives and voices contributing to the life of the school;
- have an opportunity to share understandings about the life of the school, about learning and about the community.

Volunteers

- have an opportunity to be part of the learning process for children and young people;
- can develop an enhanced sense of personal satisfaction from having an opportunity to give back, to share skills, experience and expertise, and to learn.

Students

- can interact with a range of role models and adults from the community;
- have opportunities to learn from and be exposed to a broad range of skills and expertise;
- have an opportunity to experience a model of the spirit of altruism or the nature of giving.

How to Volunteer at St. Joseph's Primary, Benalla:

- Read through this Volunteer Guide and decide where you would like to assist;
- Complete and submit a Volunteer Application Form to our Principal;
- Complete a Volunteer Code of Conduct Form;
- Read the St. Joseph's PS, Child Safe Policy;
- Bring your Working With Children Check card to the Admin Office when submitting your Volunteer Application Form for sighting and copying.
- Applicants may also be required, at the discretion of the School Principal, to undergo a National Police Check as part of this process.

What happens next?

- Volunteer Application Forms are processed by the School Administration and Principal;
- Where Volunteers are to be engaged at school, the School Principal (or a member of Leadership Team) will contact applicants to be interviewed.
- Applicants to be interviewed are required to bring to the interview:
 - Proof of personal identity e.g. driver's license, passport.
 - Original copies of applicant's qualifications or registration (if relevant).
 - Working With Children's Check card.
- Approved applicants will participate in an induction for their volunteering role.

NOTE: The School Principal will determine the need for, number of and deployment of volunteers during the school year.

Selection Criteria:

Commitment to Catholic Education	An understanding of and respect for the school values of St. Joseph's Primary School, Benalla.
Child safety	The volunteer must... <ul style="list-style-type: none">• have experience of working with children• demonstrate an understanding of appropriate behaviours when engaging with children• be a suitable person to engage in child-connected work• hold or be willing to acquire a Working with Children Check card• hold or be willing to undergo a National Police Record Check.
General Skills/Attributes	The volunteer must have... <ul style="list-style-type: none">• ability to work as part of a team• ability to fulfill the responsibilities required• good oral and written communication skills, including ability to communicate with children, parents and the school community• ability and willingness to accept policy directives• ability and willingness to follow directions of school staff• maturity• a clear understanding and adherence to Confidentiality• ability to model acceptable behaviour and language• ability to praise appropriate behaviour and encourage modification of inappropriate behavior.

Responsibilities of a Volunteer

Volunteers should be provided with:

- access to, or a copy of, the school's child-safe policy and code of conduct information on the school's policies and procedures
- induction and, where relevant, training
- copy of Responsibilities of Volunteer document (NB: contained in this booklet)
- information about communication lines within the school
- appropriate occupational health and safety protection
- suitable assignment
- appropriate work area and equipment for the assigned role.

Volunteers have a responsibility to:

- make an informed decision to work as a volunteer with a school
- undertake work induction and training as required
- comply with the school's child-safe policy and code of conduct
- work on tasks suitable to their skills and experience
- behave in an ethical manner
- keep school matters confidential, including those relating to students
- be committed to the school's aims and objectives
- inform the supervisor when unable to undertake or complete a task
- use appropriate information channels within the school when needing information, support, back-up, supervision or review
- be aware of the limits of their role within the school
- be aware of their duty of care to students
- comply with occupational health and safety policies and practices
- act as a member of the team
- maintain a Working With Children Check
- be aware of protocol when representing the school

Opportunities to Volunteer at St. Joseph's PS, Benalla
(Responsibilities of Volunteers Document)

Assisting with Reading:

Duties:

- reading to individual children
- reading to groups of children
- supervising students as required
- hearing individual children read
- hearing groups of children read
- taking part in Reading Buddies
- talking to children about the text
- questioning children about the text
- encouraging conversations about the text
- supporting strategies already in place in the classroom
- other duties as directed by staff members

Assisting in the Classroom:

Duties:

- setting up resources
- setting up displays
- supervising students as required
- assisting with class activities
- being a guest speaker
- bringing small (pet) animals into the classroom
- assisting with literacy and numeracy activities
- typing children's stories
- making posters, charts, etc...
- assisting with art & craft activities
- attending classroom prayer
- other duties as directed by staff members

Assisting in the Library:

Duties:

- covering books
- processing books
- assisting with the Annual Book Fair e.g. discussing purchases with children, recommending books, operating the sales table, taking money, taking orders, assisting library technician, etc...
- shelving books
- other duties as directed by staff members

Assisting at Sports / Athletics / Physical Education Events:

Duties:

- setting up and packing away equipment
- marshalling at events
- supervising students as required
- walking children between events
- taking students to/from toilets, drinking fountains etc.
- starting races
- encouraging children to take part in events and barracking for them
- coaching events / activities / skills
- other duties as directed by staff members

Attending Mass and/or St. Joseph's Church with Class Groups:	
Duties:	<ul style="list-style-type: none"> • walking to the church with the children • sitting with the class group • supervising students as required • other duties as directed by staff members

Assisting with Concerts / Performances:	
Duties:	<ul style="list-style-type: none"> • supervising students • assistance with making / assembling instruments • other duties as directed by staff members

Assisting with After School / Weekend Sport:	
Duties:	<ul style="list-style-type: none"> • coaching a team • acting as Team Manager for a team • umpiring matches or games • other duties as directed by the coach and / or Team Manager • other duties as directed by staff members

Assisting with Camps and Excursions:	
Duties:	<ul style="list-style-type: none"> • supervising students as required • taking students to/from toilets, drinking fountains etc. • supervising students on bus • other duties as directed by staff members

Assisting with our involvement in the Benalla Festival:	
Duties:	<ul style="list-style-type: none"> • supervising students as required • taking students to/from toilets, drinking fountains etc... • walking with the school group in the parade • other duties as directed by staff members

Assisting with School Mini Fete / Twilight Fair:	
Duties:	<ul style="list-style-type: none"> • setting up • packing up • selling produce • cooking / preparing food • wiping tables, benches, etc... • washing utensils, equipment • serving at counters • driving the Train • sitting in the Dunk Tank • planning, coordinating and / or operating stalls • making announcements over the PA system • other duties as directed by Parents & Friends leaders • other duties as directed by staff members

Assisting with Breakfast Club Café:

Duties:	<ul style="list-style-type: none">• setting up chairs and tables• setting out plates, cups and cutlery• setting out cereals, condiments and milk• preparing juice and milo cups• serving children• cooking toast• preparing toast with toppings• washing plates, cups and cutlery• serving juice and milo cups• wiping tables and benchtops• making tea and coffee for helpers• cleaning up kitchen• packing up chairs and tables• packing away utensils and equipment• other duties as directed by staff member
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Assisting with General School Events:

Duties:	<ul style="list-style-type: none">• supervising students as required• assisting staff members as directed / requested• other duties as directed by staff members
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Assisting as a member of the Parents and Friends:

Duties:	<ul style="list-style-type: none">• attending meetings• planning events and activities• assisting at events and activities• coordinating events and activities• acting in a position of leadership e.g. President, Secretary, Treasurer (or other position as determined).• other duties as directed by Parents & Friends leaders• other duties as directed by staff members
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Assisting as a member of the School Board:

Duties:	<ul style="list-style-type: none">• attending meetings• participation in strategic planning• involvement in School Board subgroups and Working Parties• acting in a position of leadership e.g. School Board Chair• other duties as directed by School Board Chair• other duties as directed by Principal
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Volunteer Application Form

Thank you for your interest in becoming a volunteer with St. Joseph's Primary School. Our volunteers are integral to the school experience for our students and they provide an important link to the community. We welcome your inquiry about volunteering and hope you will find the experience rewarding.

APPLICATION PROCESS

1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. The school takes child safety very seriously and for this reason, potential volunteers are required to list their entire work history and include any volunteer work involving children.

If you would like to submit your interest for a volunteer role within our school, please complete the application form and return it to us.

2. Interview

It is school practice for all potential volunteers to be interviewed prior to commencing any voluntary work. The interview is an informal discussion aimed at assessing the suitability of the person for the volunteer position, particularly child-connected work, and assessing any possible risk to child safety. It is also an opportunity for the potential volunteer to ask questions about the position and the school in general.

Potential volunteers should bring proof of personal identity to the interview.

3. Referee checks

The school takes child safety very seriously and for that reason we make it a practice to conduct referee checks for all potential volunteers to assess their suitability to work with children. The referee check is a discussion between the school and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

4. 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). All school volunteers are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card to the school as soon as practicable.

It is a school requirement that a potential volunteer engaged in some of our activities obtain a National Police Record Check. Where this check is required, volunteers will be required to present evidence that they applied for the National Police Record Check prior to commencement and provide the resulting National Police Certificate to the school as soon as practicable. The School Principal will determine the need for this requirement.

5. Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to the school. The induction process is an opportunity to communicate the school Vision, Identity Statements, policies and procedures to the new volunteer while introducing them to their role and work area.

Volunteer Application Form

St. Joseph's Primary School, Benalla

SAMPLE ONLY



(Please download a form from school website).

PERSONAL	TITLE	FIRST NAME(S)	LAST NAME
	MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
	ADDRESS	Suburb/Town	PHONE NUMBERS
		State	Home
		Postcode	Mobile
			Work

VOLUNTEER ROLE	VOLUNTEER ROLE
	<i>Please provide details of the volunteer position(s) that you are interested in.</i>

AVAILABILITY TO VOLUNTEER						
	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EDUCATION	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS

PREVIOUS	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES	
			FROM	TO

<i>(Note: You must list all previous employers. If more space is required, attach a separate sheet.)</i>			

VOLUNTEER WORK	ORGANISATION'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES FROM TO	
	<i>(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet.)</i>			

REFEREES	NAME	POSITION	SCHOOL/COMPANY	PHONE NUMBER

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge your acceptance of each point (below):</i>	
I am applying for volunteer work with St. Joseph's Primary School, Benalla.	<input type="checkbox"/>
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	<input type="checkbox"/>
I declare that the information contained in this application is true and correct.	<input type="checkbox"/>
I understand that I may be required to participate in an interview and selection process, and undertake referee and background checks.	<input type="checkbox"/>
I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college.	<input type="checkbox"/>
Signature: _____	Date: _____

Privacy Statement
The personal information you have provided will help us to assess you as a valued volunteer of our school/college and will be treated as confidential. Information provided by you in this form may be checked by the school/college with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the *Privacy Act 1988* (Cth).