



DE LA SALLE COLLEGE

LEARNLIVELEAD

De La Salle College Volunteer Induction

Welcome

We have a wonderful school community here in Malvern, made all the more richer by the terrific support and involvement of so many of volunteers.

The College is committed to the care, safety and wellbeing of children/young people and are accredited under the Australian Childhood Foundation - Safeguarding Children Accreditation Program. Volunteers are required to undertake Child Safety Mandatory Reporting training each year in line with the above program.

We have a broad variety of social and community events and activities on the calendar each year and we appreciate the extraordinary assistance we receive from so many generous people. These events simply would not run without the input and collaboration from our volunteers.

Generations of parents and volunteers from the wider community, have gained a great deal of enjoyment from volunteering for events at De La Salle, developed lifelong friendships and entrenched themselves as integral members of our school community.

I thank you in anticipation of your involvement in volunteering at De La Salle.

Registering to be a Volunteer

Any member of our community wishing to become a volunteer at the College will need to be listed on our Volunteers Register prior to performing any volunteer duties. This includes completing a Volunteer Application and supplying the College with relevant checks.

As part of registering to become a volunteer, all existing and new volunteers are required to complete the registration process annually. This process involves reviewing this presentation and the Volunteer Handbook each year.

Both existing and new volunteers will be required to comply with the policies and procedures at the College as per Ministerial Order 870. As well as undertake annual Child Safety Mandatory Reporting Training.

Volunteer Handbook

All volunteers will be provided with the De La Salle College Volunteer Handbook, which includes our Code of Conduct, Confidentiality Agreement, Child Safe Policies and Volunteer Application Form.

Also available to volunteers are relevant policies that all volunteers are to be familiar with and adhere to. These are available on our College website.

The forms in this Handbook need to be completed and returned to the College prior to commencing any volunteering activities.

Child Safe Standards

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children.

De La Salle College takes child safety very seriously and for this reason, volunteers are required to list their entire work history, including any volunteer work involving children, for recording on the Volunteers Register.

The Working with Children Act 2005 (Victoria) and the College's Child Protection Statement of Commitment to Child Safety, requires that any person engaging in child related work must have a valid Working with Children Check (WWCC) and Police Check

Required Reading

All volunteers are required to read the following documents:

- Child Protection Policy
- Child Safety Code of Conduct: Parents, Volunteers, Contractors & Visitors
- Child Protection- Statement of Commitment to Child Safety
- Occupational Health & Safety Policy
- Emergency Procedures

These can all be found on our College website: www.delasalle.vic.edu.au

Code of Conduct and Confidentiality

Included in the Volunteer Handbook is the College's Child Safety Code of Conduct and Confidentiality Statement.

All Volunteers are required to review the Code of Conduct for Volunteers in the Volunteer Handbook prior to engaging in any volunteer work.

Thank you

The College would like to thank you for your understanding, commitment to child safety with the De La Salle College community and your continued support as a volunteer. Our volunteers are an integral support for our students and they provide an important link to the community.

If you have any questions regarding the policy documents or the Child Safe Standards please do not hesitate to contact the College at volunteers@delasalle.vic.edu.au.



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Thank you

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