



DE LA SALLE
COLLEGE

VOLUNTEER HANDBOOK

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MISSION

De La Salle is a Catholic Boys' College empowering students to LEARN to maximise their potential, LIVE the Lasallian values, and LEAD with passion.

VISION AND PHILOSOPHY

Building on tradition and innovation for over 100 years

To be an outstanding school striving for excellence and innovative academic achievement in a supportive community to best prepare young men for our world. A Lasallian school offers a human and Christian education which enables our students to discover their potential and their mission in a community of faith. A Lasallian education prioritises service to people who are marginalised and in need, and emphasises respect for all.

VALUES

At De La Salle College, we are committed to our faith, our educational community and our spirit of service and compassion. Our Lasallian charism guides, nurtures, challenges and encourages all our endeavours. We value our role in the international Lasallian network and strive for meaning, relevance and creativity to deliver a quality education for our young men in a 21st century environment.

OUR LASALLIAN ETHOS

We practise the five core principles as set forth by St John Baptist de La Salle:

1. Respect for all people: We honour and respect the dignity of all individuals.
2. Quality education: We engage in quality education together as students and staff by thinking critically and striving for personal best.
3. Inclusive community: We celebrate diversity and welcome all members to our community.
4. Concern for the poor and social justice: We are in solidarity with the poor and advocate for those without a voice.
5. Faith in the Presence of God: We believe in the living presence of God in our students, in our community and in our world.

WELCOME

Dear Members of the De La Salle Community,

I write to you in your capacity as a prospective volunteer at the College.

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 from our parent group and beyond.

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 in particular, 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. Landmark events like the Mother's and Father's Day Breakfasts and each year's major Parent Network social event always involve significant input from volunteers. I am very grateful for the tremendous work of so many to ensure their success.

The following pages outline some of the administrative and legal requirements of volunteering; each very important in their own right and a key aspect of the contemporary landscape of volunteering in schools. I invite you to become familiar with our College ethos and values, but also policies and regulations in relation to:

- Code of Conduct
- Confidentiality Statement
- Volunteer application form
- Working with Children Check

I look forward to seeing you in the school and continuing our great tradition of volunteers and community spirit.

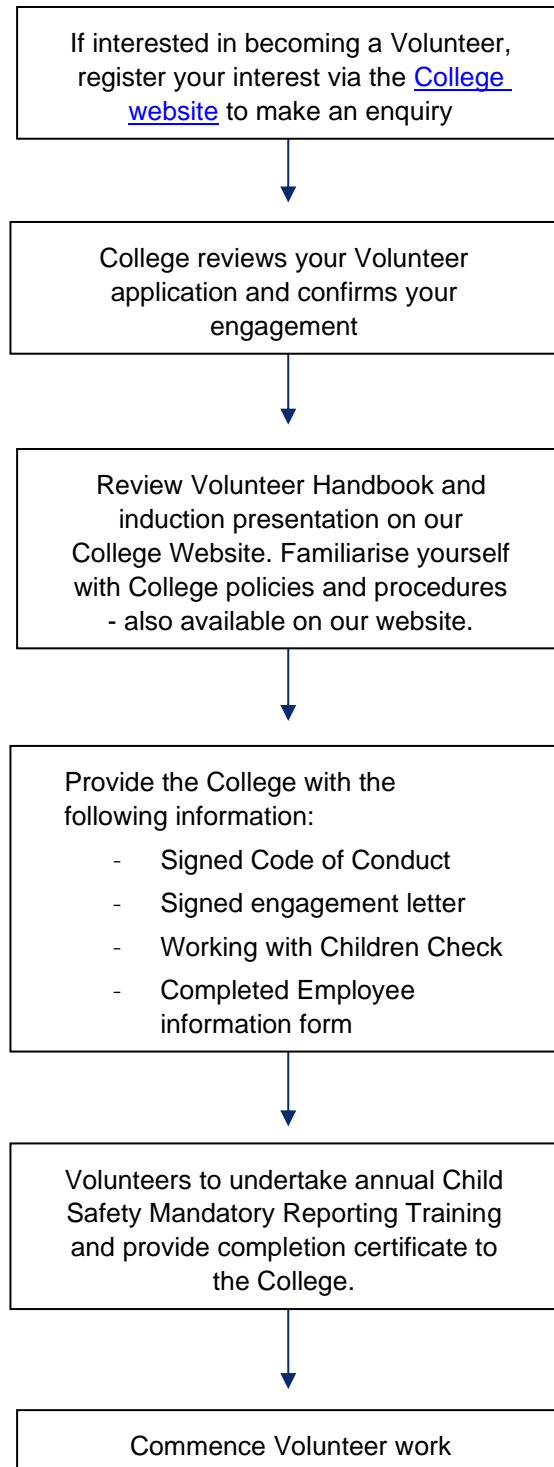
Peter Houlihan
Principal



PROCESS OVERVIEW TO BECOME A VOLUNTEER

Every year, any De La Salle College community member wishing to be a Volunteer must undertake this process to ensure our information is accurate and we are adhering to Child Safety requirements.

De La Salle College – volunteer process



GENERAL VOLUNTEER INFORMATION

1. Child Safety Policy

Every school will have its own Child Safety Policy and Code of Conduct. It is important that you read and understand De La Salle College's documentation as it provides clear guidelines as to what is acceptable and unacceptable behaviour towards children in our College community.

2. Induction

As part of your induction, you will be provided with information as a supportive way of introducing you to De La Salle College. The online Volunteer Induction Presentation (VIP) is an opportunity to communicate the College's ethos, policies and procedures to the volunteers. The Presentation can be viewed on our [website](#).

3. Volunteer Information Form

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 all work history involving students/children, including volunteer work.

4. Pre-Engagement Checks

All volunteers at De La Salle College are required to apply for and pass a Working with Children Check (WWCC). If you do not already have a current WWCC, you will be required to obtain this and present a copy of the WWCC card prior to continuing your work as a volunteer.

5. Volunteer Checklist

- Read the Child Safety Policy and Code of Conduct included in this handbook
- Watch the presentation and check the declaration that you have viewed the VIP
- Complete the Volunteer Information Form included in this handbook
- Sign confidentiality statement
- Provide a copy of your WWCC and proof of identity (e.g. copy of your driver's licence)
- Return completed forms and agreements, with all requested documentation, to De La Salle College via volunteers@delasallevic.edu.au

6. Volunteers have a responsibility to:

- Make an informed decision to work as a volunteer with De La Salle College
- Undertake work induction as required and work on tasks suitable to their skills and experience
- Comply with De La Salle College's Child Safety Policy, Code of Conduct, and Confidentiality Statement
- Behave in an ethical manner
- Keep De La Salle College matters confidential, including those relating to students
- Be committed to De La Salle College's Mission, Vision and Values
- Use appropriate information channels within De La Salle College when needing information, support, back up, supervision or review
- Be aware of the limit of their role within De La Salle College
- Be aware of their duty of care to students
- Comply with Occupational Health and Safety Policies and practices
- Maintain a current Working with Children Check
- Be aware of the volunteer protocol when representing De La Salle College



DE LA SALLE COLLEGE

TIVERTON CAMPUS YEARS 5 - 8
1318 High Street, Malvern

HOLY EUCHARIST CAMPUS YEAR 9
1241 Dandenong Road, Malvern East

KINNOULL CAMPUS YEARS 10 - 12
9 Northbrook Avenue, Malvern

T: 9508 2100

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