



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, clearance and induction of volunteers is carried out according to the procedures and protocols as outlined by the Catholic Archdiocese of Adelaide and the Catholic Education Office South Australia and is cost free to all volunteers.
- 3.2 All volunteers have a Registered Volunteer File set-up for them and they are also registered in the school's Location Register. These files and the database are 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 contained in Catherine McAuley School's 'Procedures for Engaging and Inducting Volunteers'.

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): Responding to Abuse and Neglect - Education and Care Training:
<https://www.decd.sa.gov.au/working-decd/ran-ec-training>
 - + RAN-EC Volunteers Handbook
 - + RAN-EC Information for School Volunteers (brochure).
- 4.4 Excursions, Sports and Outdoor Education Policy, Catherine McAuley School.
- 4.5 Safeguarding Children and Young People Policy, Catholic Archdiocese Adelaide.
- 4.6 Protective Practices Policy, Catherine McAuley School.
- 4.7 Protective Practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings
 - + Protective Practices: Information for Parents & Caregivers Summary Brochure.
- 4.8 Charter for Parents, Federation of Catholic School Parent Communities.
- 4.9 Duty of Care Policy and Procedure, Catherine McAuley School.
- 4.10 Privacy Policy and Privacy Statement, Catherine McAuley School.

DATE FOR REVIEW

Reviewed: 20 September 2017 (amended October 2020)

Next Review: 2022