

---

## Volunteering at Our School

Dear Parents, Carers and Community Members,

Thank you for your interest in becoming a volunteer with Holy Rosary 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.

Catholic Education Sandhurst Ltd and Holy Rosary School's priority is the health, safety and wellbeing of staff and children. For this reason, we follow all measures, advice and orders that support this. Below is an outline of why we request specific information from our volunteers.

- The Child Safe Standards require schools to gather, verify and record a person's history of work involving children and to assess their suitability to work with children. As such, potential volunteers are required to complete a **volunteer application form** which will ask for their entire work history, including any volunteer work involving children and for the names and contact details for two referees.
- As per the Worker Screening Act 202 (Vic.), **Working with Children Checks** (WCC) are required by law for people who engage in child-related work (whether paid or unpaid).  
This includes volunteers for any onsite or offsite activity, for example; Canteen, Uniform Shop, Camps & Excursions and Class Reading. This applies even if you are a parent with children in the school.  
The Working with Children Check is free for any volunteer and the application is accessed online and submitted via Australia Post.
- Finally, as per the Catholic Education Sandhurst Ltd Child Safety Framework, it is the responsibility of all school staff and volunteers to ensure their actions follow the **CES Ltd Child Safety Code of Conduct**.

In line with the above, parents and/or community members wishing to volunteer, should return a completed Volunteer Application Form, a copy of their current WCC card and a signed Child Safety Code of Conduct to the school office. Scanned and hard copies are both acceptable.

If you have any questions regarding volunteering at Holy Rosary, please contact the school office on 5448 4280.

Kind Regards,

Paula Ellis, Helen Hughan & Tracy Roberts  
Administration

### **Exemptions**

*The following people are not required to have a WCC Check:*

- *Teachers registered with the Victorian Institute of Teaching (VIT) – Parents/volunteers who hold a VIT registration should supply a copy of their VIT card to the office along with photo ID*
- *Students, aged 18 or 19, undertaking volunteer work organised or held at School*
- *Victorian or Australian Federal Police officers – Parents/Volunteers who are currently employed as a member of the Police Force should provide appropriate evidence of employment to the school office*
- *Workers, who usually live in another state or territory, visiting Victoria to engage in child-related work (only up to 30 days within the same calendar year)*
- *All children under the age of 18*