



# Holy Rosary Primary School White Hills

## Volunteer Application Form

Current WCC / VIT number:	Expiry Date:
---------------------------	--------------

<b>PERSONAL</b>	<b>TITLE</b>	<b>FIRST NAME</b>	<b>LAST NAME</b>
	<b>ADDRESS</b>		<b>PHONE NUMBERS</b>
			Mobile
		Email	

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

<b>EMPLOYMENT</b>	<b>EMPLOYER'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>

*(Please list current and previous employers where such work involved children)*

<b>PREVIOUS VOLUNTEER WORK</b>	<b>ORGANISATION'S NAME AND ADDRESS</b>	<b>POSITIONS/DUTIES</b>	<b>DATES</b>

*(Please list current any previous places of volunteer work where such work involved children)*

<b>REFEREES</b>	<b>NAME</b>	<b>POSITION AND/OR EMPLOYER</b>	<b>MOBILE NUMBER &amp; EMAIL ADDRESS</b>

<b>DECLARATION</b>	
I am applying for volunteer work with Holy Rosary.	<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 undertake referee checks.	<input type="checkbox"/>
I have attached a copy of my WCC Card and a signed Child Safety Code of Conduct	<input type="checkbox"/>
<b>SIGNATURE:</b>	<b>Date:</b>

## Volunteer Briefing & Procedure Information

This 'Volunteer Briefing & Procedure Information' applies in general terms to all parents, parent volunteers, members of the school board or parent's association, student teachers or those on work experience placement and any other person, who volunteer their services to Holy Rosary.

### Briefing Information

Holy Rosary appreciates your support and assistance within our school setting. The following information is designed to familiarise you with school procedures and expectations.

### Compliance:

- Familiarise yourself with the acceptable & unacceptable behaviours outlined in the school's Child Safety Code of Conduct.
- On arrival and departure please report to the school office to sign in & out via the Visitor iPad.
- Volunteers are required to have their WCC Card at all times when assisting at school.

### Student/Classroom Interaction:

- Report to the supervising staff member in the classroom/area you are volunteering in.
- Follow all instructions provided by the supervising staff member.
- Never work in isolation with a student. *(The supervising staff member will ensure that volunteer work is undertaken in an open and visible area, in close proximity to a member of staff)*
- Do not discipline or speak inappropriately to any students.
- Treat all staff, students and school community respectfully.
- Immediately report inappropriate behaviour or disclosures of abuse to the supervising staff member.

### Confidentiality:

- Maintain confidentiality at all times. Do not disclose any information relating to student performance, social or emotional needs obtained as a result of participating as a volunteer.
- Do not take photos or videos of students or staff members whilst volunteering.
- Do not post any photo, comment, or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer.
- If you have any comments or concerns, please bring these to the immediate attention of the supervising staff member or alternatively a member of the Leadership Team.

### Restricted Areas:

- Student toilets and school offices are restricted areas for volunteers within the school.

### Emergency Management:

- In the event of an emergency, please remain with the supervising staff member and Chief Warden. *Please do not leave the school site until the emergency situation is all clear.*
- Emergency announcements include:
  - LOCKDOWN (Everyone remains in lockdown in the school buildings)
  - EVACUATION (Everyone leaves the school buildings and proceeds to the Evacuation Assembly Area)

**Privacy Statement:** *The personal information you have provided will help us to assess you as a valued volunteer of our school and will be treated as confidential. Information provided by you in this form may be checked by the school 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).*