

OLGC Volunteer Policy and Guidelines

At OLGC the intent of our policies and practices are to embed a child-safe culture that has zero tolerance for child abuse. Our recruitment, screening, induction, ongoing monitoring and assessment for volunteers align with our [Child Safe Policy](#) and our [Child Safety Code of Conduct](#) and adhere to the requirements of Clause 10 of Ministerial Order No. 870 (Volunteers).

A volunteer is any person who supports a program at our school through direct contact with students or through school activities without financial reward.

RECRUITMENT AND SCREENING of VOLUNTEERS

All volunteers must have:

- provided evidence (driver's licence/Medicare card/passport) of personal identity when enrolling their child at the school or before commencing volunteering at the school
- a valid Working with Children's Check.
- responded to Volunteer Application questions
- completed two Referee Report for Volunteers that affirm that volunteer's suitability for working with children

At the beginning and throughout the year all prospective and new parents will meet with the Principal and/or Deputy Principal as part of our regular interview process. A Record of Interview will be completed at this time.

INDUCTION

All volunteers will:

- Be given a copy of Child Safety Policy, Child Safety Code of Conduct and Role Description of Volunteer and asked to read and abide by it.
- Meet with either the Principal, Deputy Principal or one of the leaders of the school to ensure that volunteers know the job requirements, duties and responsibilities.

MONITORING AND ASSESSMENT

All volunteers will be monitored and assessed by the school leaders and classroom teachers within the school to ensure that they abide by Our Lady of Good Counsel's Child Safety Policy and Child Safety Code of Conduct. Volunteers are not to be alone with a student. Classroom teachers and school leaders will report directly to the Principal and/or Deputy Principal if they feel that our Child Safety Policy and Child Safety Code of Conduct have been breached. All volunteers must sign in/out via the iPad at reception and wear a school lanyard.

VISITORS

The Principal is responsible for all visitors. School staff must ask permission for a visitor to be on the school premises. All visitors must sign in/out via the Ipad at reception and wear a school lanyard.