



Dear Volunteer,

On behalf of Belair Primary School thank you so much for offering your time. This makes a real difference to our students.

Included in this pack are the documents DfE require. If you would prefer to have hard copies of the documents, please ask. If you need assistance completing some, or all of the steps please contact the office.

1. Volunteer application form (confidential)

Please complete and return via email belair.ps415@schools.sa.edu.au or in a sealed envelope to the school office. We recommend parents use the office staff or class teacher as a referee if they know you.

DHS Working with Children clearance

Depending on the volunteer role, a Department for Human Services (DHS) Working with Children check may or may not be required. Generally parents and guardians will not require DHS Working with Children check if they are volunteering in connection with an activity which involves their own child.

Examples include

- assisting in their child's classroom activity such as reading
- assisting in an outdoor activity involving their own child, such as garden club

Working with Children checks will be required for

- volunteers who are not a parent or guardian of a student
- those working closely with children with disabilities
- sports coaches
- parent volunteers, if their own child is not involved in the service or activity
- people attending overnight camps and school sleep overs
- governing council and parent association members
- hosts of billets or homestay students
- tertiary students and supervisors
- anyone who provides volunteering support to the school more generally, such as helping in the school canteen, resource centre or uniform shop

Exceptions where the volunteer application process will not be required

- parents or guardians, family and friends attending one off events such as sports days, working bees
- visiting the school
- providing workplace experience to high school students

Once your application form has been received we will progress a Working with Children clearance if required.

Respond to the email received from DHS in order to complete the process.

2. DfE on-line induction sessions for volunteers

Complete the following two online courses:

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Volunteer General Induction

The Volunteer Pack contains the instructions and links to these courses.

If you experience any issues accessing or managing the on-line sessions please contact the school. You can arrange to complete the sessions at school.

Provide the school with a copy of each Certificate of Completion.

3. Volunteer role description

Read the role description and contact the school if you have any concerns.

4. Volunteer site induction checklist

Once we have received all documentation and you have been approved as a volunteer you will be supplied with our site induction document and a checklist.

Read the information sheet to familiarize yourself with the site. If you have any questions relating to this, please contact Belair PS front office.

Sign the site induction checklist and return it to the front office.

5. Volunteer agreement

Sign and return

When all forms and criteria have been met you will be notified and you may begin in your volunteer role.

Once again thank you for volunteering at Belair Primary School. Your support is very much appreciated.



Rob Houston
Principal