



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

Volunteer application form – confidential

Name of site or service: Belair Primary School

Your personal details

Volunteer role: Classroom support ☐ Canteen ☐ Library ☐
Sport coach ☐ Committee ☐ Kids Hope ☐

Are you a parent or guardian of a child at this location? Yes ☐ No ☐ Child's name: _____

Given name:		Preferred name for name badge:	
Family name:			
Home address:		Date of birth:	
		Female / male / other/not disclosed	
Postal address: <i>Same as above</i> <input type="checkbox"/>		Home phone:	
		Mobile:	
Email address:			
Emergency contact name:		Emergency contact phone:	
<p>Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency?</p> <p>For example: diabetes, severe food allergy, asthma, epilepsy Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes please give details below and discuss at your interview.)</p>			
<p>Do you need any special assistance because of a disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes please give details below and discuss at your interview.)</p>			

Your volunteering, employment or study details

Tell us about something you've done recently	
Name of organisation:	
Organisation phone:	

How can you connect with our community?

Your country of birth:	
Are you of Aboriginal and/or Torres Strait Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> Not stated <input type="checkbox"/>
Languages you speak other than English:	
Availability: What days and times do you think you could volunteer?	
Tell us about yourself: List a few things that you can contribute to your role as a volunteer. For example, mentoring, gardening, storytelling, administration, sport and so on.	

Screening

Volunteering with us might mean that you need a working with children check.

You understand that if a working with children check is needed you will not be able to start volunteering until a clearance has been received. Yes ☐ No ☐

If you have a working with children check already, please provide us with your screening reference number: _____

Your personal referees

We will contact these people to find out a bit more about you. It's okay if it's someone at our school or centre who already knows you. We just need at least one person's details.

Referee 1

Name:	Email or phone:
How do you know this person?	
<input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> other (please specify):	

Referee 2

Name:	Email or phone:
How do you know this person?	
<input type="checkbox"/> friend <input type="checkbox"/> relative <input type="checkbox"/> employer <input type="checkbox"/> volunteer coordinator <input type="checkbox"/> other (please specify):	

Volunteer declaration – confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you.
If you have any questions about this declaration, please talk to the education or early childhood service leader.

Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.		
You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: _____ **Date:** _____ (day/month/year)

Please give this completed form and declaration to the centre, preschool or school you want to volunteer at. They might contact you and organise a time for an interview or a chat.

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

OFFICE USE ONLY: Site leader: Proof of ID sighted ☐ File created, stored securely and confidentially ☐

DfE on-line induction sessions for volunteers

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

What you need before you start

- A current individual email address
- A computer or mobile with an internet connection
- A recent web browser, like Google Chrome (50 or later), Internet Explorer (10 or later), or Firefox

Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
 - in the field “Select Account type” select **Volunteer**
 - enter your email address (this will be your plink username), choose a password (containing at least 6 characters including at least 1 uppercase letter and 1 numeral) and type in your name
- Select “I accept the terms of use and code of ethics”
- Select “Create Account”

If you are already registered

- Go to the website: <https://www.plink.sa.edu.au/pages/login.jsf>
- Log in with your plink username and password

Doing the courses

- Select the course
 - “Responding to Risks of Harm Abuse and Neglect-Education and Care online induction session for volunteers” (takes about 90 minutes)
 - “Volunteer General Induction” (takes 20 -30 minutes)
- Select “Register”
- When you have completed a course, you will be issued a certificate of completion. (You will also find it in the “certificate tab”)

You need to provide us with a copy of each certificate