

Volunteer application form – confidential

Name of site or service:

Your personal details

Are you a parent or guardian of a child at this location? Yes No

| | | | |
|---|--|-------------------------------------|--|
| 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 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

| |
|--|
| <p>Volunteering with us might mean that you need a working with children check.</p> <p>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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you have a working with children check already, please provide us with your screening reference number: _____</p> |
|--|

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

Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)

to volunteer at _____ (name of centre/preschool/school).

Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
 - know about Department for Education screening and suitability requirements
 - are aware of work health and safety
 - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Risks of Harm, Abuse and Neglect – Education and Care
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name _____ signature _____ date (day/month/year)

Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
 - following the Responding to Risks of Harm, Abuse and Neglect – Education and Care requirements
 - immediately reporting to a site leader any concerns I have about a child or young person
 - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.



Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- When you volunteer with children and young people:
 - make sure the time spent together is positive
 - treat them with dignity, equality and respect
 - give them a chance to speak about the things that affect their care or learning
 - listen to them
 - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
 - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
 - make sure there's no favouritism, like gifts or special treatment
 - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

Volunteer site induction checklist

Volunteer's name: _____ Site leader's name: _____

This checklist should be completed by the volunteer with someone at the site as soon as they can – at least within 2 weeks of the volunteer starting. The site leader must complete the screening and suitability checklist and sign off at the end, but they can allow a staff person or an existing volunteer who knows the workplace to do the induction. Workplaces can have other induction resources as well as this checklist.

| Before the volunteer starts | Completed by site leader/s |
|---|----------------------------|
| The site leader must make sure the tasks in the 'before a volunteer starts' section of the volunteer procedure are completed. | <input type="checkbox"/> |
| If the volunteer needs a working children check, then this is registered on your sites DHS portal. | <input type="checkbox"/> |
| Is the general induction certificate attached? This is normally an online session, but if there are language barriers or other difficulties a face-to-face general induction must be organised instead. | <input type="checkbox"/> |

| Orientation to the workplace, done together by the volunteer and person doing the induction | Completed |
|--|--------------------------|
| Introduce the volunteer contact person and key people at the site, along with an explanation of each person's role. | <input type="checkbox"/> |
| Tour of site grounds and facilities (if applicable) Identify work space, including storage areas, staff area, kitchen, site boundaries, car park, room locations, emergency exits, first aid kit, and toilets for adults to use. | <input type="checkbox"/> |
| Administrative information <ul style="list-style-type: none"> • Arrange security access: for example ID badge, where to sign in • Check that the volunteer has given their emergency contact person's details • Give the volunteer a site map or plan (if available) • Talk about the site's daily routine (times for lessons, sessions, lunches, breaks, start and finish) • Go through the processes for: <ul style="list-style-type: none"> ○ reporting absence (calling in sick) ○ reimbursing out-of-pocket expenses ○ booking rooms and resources ○ use of site's equipment and services, for example ovens, computers, internet ○ use of personal mobile phones, online networking and cameras while at the site. | <input type="checkbox"/> |



| | |
|---|--------------------------|
| Orientation to the workplace, done together by the volunteer and person doing the induction | Completed |
| Communication procedures and processes Show how to find the procedures and processes for communicating with children or students, other staff and volunteers, families and community (for example, newsletter, emails, communication noticeboards, department policies). Explain that if there's a message to be passed on outside of the scheduled volunteering, it always needs to go through staff. Not direct to the child, student or family. | <input type="checkbox"/> |
| Site work health and safety (WH&S) – including injury management Provide information about relevant work health and safety policies, procedures, and responsibilities. This includes: <ul style="list-style-type: none"> • incidents, injury, hazards and reporting requirements, first aid, emergency procedures (including but not limited to: evacuation, fire, bomb threat, lockdown) location of WH&S information (for example, noticeboards in designated staff areas, how to do safe manual lifting). • introducing the key safety contacts: first aiders, wardens, health and safety representatives. | <input type="checkbox"/> |

| | |
|--|-----------------------------------|
| Understanding roles, responsibilities and expectations | Completed by site leader/s |
| Make sure the volunteer knows the names of the: <ul style="list-style-type: none"> • site leader (the principal or preschool director, for example) • nominated site leader for child safety concerns • volunteer contact person. This is their key contact person. Explain site priorities and values, and relevant site-specific information. | <input type="checkbox"/> |
| Make sure the volunteer signs the department's volunteer agreement and that they understand their responsibilities. | <input type="checkbox"/> |
| Tell volunteer about supervision requirements and make sure they understand they must not be left unsupervised with children or students. | <input type="checkbox"/> |

Volunteer: I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this checklist have been discussed with me.

Signed: Volunteer _____ Date _____

Site leader: I have recorded the volunteer's details according to the volunteer procedure.

I confirm that all items in this checklist have been covered correctly.

Signed: Site leader _____ Date _____

RRHAN-EC training for volunteers

Ongoing volunteers must do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC). You must keep your RRHAN-EC certificate current by updating your training every 3 years.

All volunteers in education do the same fundamentals course.

Site leaders can help you with things like:

- setting up a Plink account
- accessing a computer
- troubleshoot any problems you have with the course.

Talk to your school about other delivery options if the online course is not the best option for you. Your site leader can contact us to find out more.

What you need before you start

- A current individual email address.
- A computer or device with an internet connection and a recent web browser, like Google Chrome or Firefox.

Register for a plink volunteer account

- Go to the website: 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.
- Select “I accept the Terms of use” and then Select “Create Account”.

Start the training

- Login to Plink and select the course Responding to Risk of Harm, Abuse and Neglect - Education and Care
- Select “Register” please allow 2 hours to complete

Certificate

Once you complete the training you will be issued with a certificate. The site leader will need a copy of this certificate. You can use the certificate at any education site in South Australia.

Technical support and other RRHAN-EC queries

Technical support for the course
Department for Education schools
Catholic Education SA schools
Association of Independent Schools of SA

Contact your organisation’s ICT helpdesk
Email: education.rrhanec@sa.gov.au
Email: RRHANEC@cesa.catholic.edu.au
Email: office@ais.sa.edu.au



When you start as a volunteer – inductions

All volunteers must now do updates for RRHAN-EC training. You must do this if:

- your certificate has no expiry date, or
- you have no certificate.

If you want to volunteer at one of our schools, preschools or children's centres, you need to contact the site you want to help.

Online general induction

As a way to get ready to volunteer with us, you can do an online induction. It will cover:

- our organisation
- our policies
- your work health and safety responsibilities
- other information for volunteers.

First-time sign-up

To sign up for the course, go to www.plink.sa.edu.au/pages/signup.jsf to register your details, and away you go.

Returning to the online induction

If you've already signed up for the course and want to revisit it, just go to www.plink.sa.edu.au/pages/login.jsf and log back in with your new plink username.

Site induction

When you start, you'll meet some of the children, teachers, staff and other volunteers. This induction might include:

- how to sign in
- where to make a cup of coffee or tea
- what to do in an emergency
- where to find the adult toilets
- start and finish times.

Consent Form – Adult

Permission to use image, video, voice, and/or creative work of adults

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). These are often published on websites (eg school website, department website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for the Department for Education to create/use:

- photographs, video or audio recordings of me
- samples of my work
- a written comment made by me

and to distribute them in the following locations:

- printed publications (eg newsletters, year book, promotional material)
- secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a Creative Commons licence will be available to download and use. This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that the author is credited.

Notes

- Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.
- Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.
- Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

Signature

Additional optional permissions (tick if yes)

- I also grant permission to be photographed/recorded by external media organisations for publication/broadcast.

Full name: _____

(please print)

Name of school/service: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

This form must be filed in a central location at the school



RESPECT KINDNESS PERSEVERANCE CREATIVITY

Expression of Interest for General Volunteering

Name: _____

Email Address: _____

Student's Name: _____

Teachers Name: _____

Please tick the areas you would be interested in volunteering.

Examples of Volunteering

Governing Council

Governing Council Sub-Committee

Fundraising Events

Canteen

Sports Coordinator

Other School Events

Sports Team Manager

Sports Coach

I have a current WWCC Clearance

YES

NO

I have a current RRHAN Training

YES

NO

I am able to volunteer on these days. (Please Tick)

| MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | |
|-----------|--|-----------|--|-----------|--|-----------|--|-----------|--|
| MORNING | | MORNING | | MORNING | | MORNING | | MORNING | |
| AFTERNOON | | AFTERNOON | | AFTERNOON | | AFTERNOON | | AFTERNOON | |

Please return this form to the Front Office.



OVAL

EMERALD CONSTRUCTION OUT OF BOUNDS

SHED
BIKE RACK

| | |
|-----------------------------|---------------------|
| CAPOCCIA 4AM16 | YOUNG 2AM32 |
| TAYLOR 5AM15 | HUTCHINSON 3AM31 |
| COLEMAN/ SPENCE 5AM14 | LUCAS 45A12 |
| NASRAH/ JOYCE 5AM13 | PETERS 4AM11 |



AMETHYST

COLA

| |
|---------------------|
| PALLOTTA 3TO23 |
| CZERWINSKI 3TO24 |

TOPAZ

| | | | | |
|-------------------------------|-------------------------------|---|-------------------|----------------|
| TILBROOK /VICKERS 10P10 | SCALES/ FRANCISCO 10P09 | 1 | VELLA 12OP8 | ALLEN R10P7 |
| Central Activity Space | | | | |
| BENNETT 20P04 | | | THOMPSON ROP05 | |
| OSHC KITCHEN | | | ELEY ROP06 | |

| | | |
|----------------|-----|------|
| OSHC OFFICE | GYM | P.E. |
|----------------|-----|------|

OPAL

OPAL PLAY GROUND

OPAL NATURE PLAY

SHEPHERD LANE TRAFFIC 1

| | |
|--------------------|---------------|
| SPECIALIST PREP | IT/ OFFICE |
| ITALIAN | LIBRARY |

GARNET

| | |
|---------------------------|----------------|
| DIAMOND PLAY GROUND | SMALL COURT |
|---------------------------|----------------|

SECRET GARDEN

DIAMOND CONSTRUCTION OUT OF BOUNDS



East Marden
PRIMARY SCHOOL

= STUDENT TOILETS
 = STAFF TOILETS

| | | | |
|--------------|-----------------------|---------------------|--------------------------------|
| STAFF ROOM | OUTDOOR STEM PLAYPODS | MCEVOY 6SA27 | SYKES ARTS |
| FRONT OFFICE | CANTEEN | HUB | HALLIDAY/ PALADINO 6SA30 |
| | | BURT/ADAMS 6SA28 | |

SAPPHIRE

SAPPHIRE LAWN AREA

JAMES STREET TRAFFIC 2

New working with children checks



South Australia has introduced stronger, transparent and more effective screening laws for people working or volunteering with children.

The new laws mean that, from 1 July 2019, everyone working or volunteering with children must have a valid clearance, such as a new working with children check (WWCC).

Why has the law changed?

The WWCC is being introduced to help keep children safe in our communities. The change is part of the Government of South Australia's response to recommendations in the *Royal Commission into Institutional Responses to Child Sexual Abuse* and the *South Australian Child Protection Systems Royal Commission* (also known as the Nyland Report).

Who needs a WWCC?

People need a WWCC if they are in a 'prescribed position'. This means people who:

- are in paid or volunteering roles where it is reasonably foreseeable that they will work with children
- run or manage a business where the employees or volunteers work with children
- are employed to provide preschool, primary or secondary education to a child.

Who does not need a WWCC?

A person does not need a WWCC if they:

- work for SA Police or the Australian Federal Police
- employ or supervise children in a workplace, unless the work is child-related (e.g. managing a fast food restaurant that employs people under 18)

- work in the same capacity as a child (e.g. working at a checkout in a supermarket that also hires people under 18 in the same type of role)
- don't reasonably believe they will work with children for more than seven days (consecutive or not) in a calendar year*
- are a parent or guardian volunteering with their own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)
- live interstate, have a current child-related check from their home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days.
- are under the age of 14.

*The seven day exclusion does not apply if the person is involved with an overnight activity (e.g. school camp), or has close contact with children with disability.

Do people who already have a check need a new one?

Under the new law, people who have a current, valid DHS/DCSI child-related employment screening can keep using it until it expires. Then they will need to get a WWCC. They can apply for a WWCC up to six months before their child-related employment screening expires.

People who have a National Police Certificate assessed by their organisation and use it to work or volunteer with children have until 1 July 2020 to get a WWCC.

People with current professional registrations, e.g. teachers, health practitioners and passenger transport service workers, must get a WWCC before they renew their professional registration.

Emergency Services workers who work with children have until 1 July 2022 to get a WWCC.



What if someone who works or volunteers with children doesn't have a check?

Some work-types that didn't require checks to work with children under the old laws may now have to have a working with children check.

If someone who works or volunteers with children does not have a current check, their options are:

- have their organisation apply for a DHS child-related employment screening before 1 July 2019
- wait until 1 July 2019 to apply for a WWCC themselves.

From 1 July 2019 people can't work or volunteer with children unless they have a valid check. It is an offence to:

- work or volunteer in a child-related role without a working with children check
- work or volunteer in a child-related role if a person is 'prohibited from working with children'
- employ a person or volunteer for a child-related role who doesn't have a valid working with children check, or is prohibited from working with children.

Offences carry fines of up to \$120,000 and/or prison sentences.

How does someone get a WWCC?

From 1 July 2019, people can apply online for a WWCC at screening.sa.gov.au

How long does it take to get a WWCC?

Currently, most screening applications are finalised within three weeks. It can take longer if there is a lot of background information to assess or the information is complex.

In the lead-up to 1 July 2019 and once the new law starts, the DHS Screening Unit is expecting an increased number of applications. Don't leave applications until the last minute – allow a minimum of six weeks for processing.

How long is a WWCC valid?

A WWCC is valid for five years (up from three).

What if someone gets a WWCC and then commits an offence?

The DHS Screening Unit continuously monitors information that may affect a person's WWCC status. The system helps reduce the risk of harm to children and vulnerable people.

The DHS Screening Unit receives information from a range of databases, which is automatically searched for any new information relevant to a person's WWCC status.

If the new information means a person poses a risk to children, their status will change to **prohibited from working or volunteering with children**.

The DHS Screening Unit will advise the person and organisation(s) that has verified the person works or volunteers with them, in writing.

What does a WWCC cost?

The Government of South Australia determines the cost of government services, including screening, each financial year. As the new WWCC starts on 1 July 2019, its fee for 2019/20 hasn't yet been determined. However, as a guide, it will follow the same fee structure as the current DHS child-related employment screening, which is \$107.80 for 2018/19.

If a WWCC is only for volunteer work, it will continue to be free, just like other types of screening checks for volunteers.


All current screening fees are published on the DHS Screening Unit website, screening.sa.gov.au

For more information


The DHS Screening Unit website (screening.sa.gov.au) includes information about:


- who needs a WWCC
- how to apply for a WWCC
- the WWCC screening process
- information assessed as part of WWCC
- checking progress of an application
- legislation and policies.

Contact the DHS Screening Unit

 Business hours are Monday to Friday, 9am to 5pm.

 1300 321 592

 WWCC enquiries:
wwcc@screening.sa.gov.au

 General enquiries:
DHSscreeningunit@sa.gov.au

   /HumanServicesSA