



## Volunteers @ St Mel's

At St Mel's we value the support of volunteers. Over your child/ren's journey through Primary School there are many opportunities to volunteer and support your child and the school.

As part of our commitment to Child Safety, we are required to have stringent policies and procedures in place to protect our students from potential harm. Further to this, all schools are now required by law to follow strict guidelines when enlisting the support of Volunteers in their school.

This pack is designed to assist you with the Volunteer Induction Process.

Thank you for your support we look forward to working together to continue to build the community upon which we pride ourselves at St Mel's..

### Steps for volunteer application completion

1. Read all documents in this volunteers pack
2. View/Read all policies and documentation in the St Mel's Website:  
<https://www.smshepparton.com/child-safe.html>  
<https://www.smshepparton.com/information-and-policies.html>
3. Watch the online 'Volunteers Induction Powerpoint'  
<https://www.smshepparton.com/child-safe.html>  
or  
Participate in a school based 'Volunteers' Induction session
4. Complete a Working with Children's Check (on-line application)  
[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
5. Read & sign the **Code of Conduct** (Blue)
6. Complete & sign the '**Volunteers Application Form**' (White)
7. Complete & Sign the '**Volunteers Induction Completion Form**' (Cream)
8. Sign the '**Responsibilities of Volunteer Form**' (pink)

**Please return docs. 5,6,7 & 8 in the plastic pocket provided to the front office**