

## VOLUNTEER INDUCTION CHECKLIST

**Discussion with volunteer regarding familiarisation with the  
DECD Volunteer's Handbook – Responding to Abuse and Neglect**

*Please complete prior to your meeting with an SAC staff member.*

Volunteer's Name: \_\_\_\_\_

Date of Discussion: \_\_\_\_\_

SAC Staff Member's Name: \_\_\_\_\_

1. Have you read and familiarised yourself with the DECD Volunteer's Handbook? Yes

2. Do you understand the legislative requirements outlined in Session 2, especially 2(j)? Yes

What are these responsibilities?

To notify Families SA, through the CARL, if I suspect on reasonable grounds a young person is being abused or neglected. Yes

Do you have any questions about these responsibilities as a volunteer?

\_\_\_\_\_  
\_\_\_\_\_

3. Are you familiar with the four categories of abuse and neglect?

3.1 Physical Yes  \_\_\_\_\_

3.1 Sexual Yes  \_\_\_\_\_

3.1 Emotional Yes  \_\_\_\_\_

3.1 Neglect Yes  \_\_\_\_\_

4. Have you seen the list in Session 4 of possible behavioural indicators of abuse, neglect and family violence? Yes

\_\_\_\_\_

Do you have any questions or is there an area you would like to discuss?

\_\_\_\_\_  
\_\_\_\_\_

5. What do you see as your role as a volunteer, in responding to a young person, as outlined in Session 6?

To listen respectfully, show I care by my manner, and allowing them time to share what they wish to.

Yes

6. How would you go about making a report to the Child Abuse Report Line (CARL)?

Talk to the Principal or Deputy Principal?

Yes

Use the checklist to ensure I have all information required?

Yes

Call the CARL?

Yes

7. A key component of our duty of care to young people is maintaining professional boundaries in our work with them. What are the areas that we must be aware of in our work with young people, as outlined in Session 7? Draw out an example of each:

7.1 Communication  \_\_\_\_\_

7.2 Personal disclosure  \_\_\_\_\_

7.3 Physical contact  \_\_\_\_\_

7.4 Place  \_\_\_\_\_

7.5 Targeting individuals  \_\_\_\_\_

7.6 Role  \_\_\_\_\_

7.7 Possessions  \_\_\_\_\_

8. Are you aware of your responsibility to report to the Principal any breach of these guidelines you witness in other adults?

Yes

**Thank you for your time and efforts to work through this induction process for the well-being of the young people in our care.**

In conclusion, please remember:

- Any concerns you have should be reported to the Principal or a Deputy Principal. You should not act alone.
- Respond supportively to any young person who shares information with you and get support for yourself as soon as possible.
- Confidentiality is crucial. Do not share information with anyone else.
- Be aware of your own well-being if needing to deal with these most difficult of circumstances.

Thank you again for your time today, and good luck with your volunteering work in our community.

SAC Staff Member's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_



<b>CATHOLIC CHURCH SAFETY MANUAL</b>			
<b>Approved: 2015</b>	<b>Review Date: 2018</b>	<b>Form F69.1-2015</b>	<b>Page 1 of 2</b>

## Volunteer's WHS Induction

Welcome to this organisation. We are committed to the health and safety of our community and, in particular, we recognise the importance and safety of volunteers who undertake valuable work.

This organisation will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy.

### Volunteer Rights and Responsibilities

As a volunteer, you have a number of rights you should be aware of:

- to work in a healthy and safe environment;
- to be provided with a job description that adequately describes your roles and responsibilities;
- be provided with an WHS induction prior to commencement as a volunteer;
- to be provided with sufficient information, instruction and training for you to perform your tasks safely;
- to be provided with adequate supervision.

As a volunteer, you also have responsibilities:

- work safely;
- not affect the safety of others;
- observe all established policies and procedures;
- report any safety concerns;
- attend mandatory notification as required;
- completed Catholic Archdiocese of Adelaide police check.

There are a number of important points relating to safety within this organisation that you should be familiar with, these are:

- **Safe Work**
  - You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues please discuss with your Supervisor immediately.
- **Emergency Procedures**
  - Make yourself familiar with the emergency evacuation plan for the area you are working. In an emergency, proceed via the safest route to the nearest emergency exit on the emergency evacuation plan.
  - Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
  - In the case of a fire, call fire services on 000. Do not re-enter the building until instructed to do so by the person in charge (Fire Warden).
  - If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.
- **Reporting**
  - Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to your Supervisor.
- **First Aid**
  - First aid kits are located .....(insert)

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- **Equipment**
  - This organisation provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order.
- **Chemicals**
  - You must only use chemicals supplied by this organisation. The chemicals used by this organisation have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment to use any of these products, please discuss with your Supervisor.
- **Working Alone**
  - For safety reasons volunteers are discouraged from working alone.
- **Drugs and Alcohol**
  - Whilst on duty should not be consuming drugs or alcohol or in such a state to endanger themselves or that of others.
- **Vehicles**
  - If you use your vehicle as part of your volunteer duties, you must first have prior approval from the College. Please ensure that your vehicle is roadworthy and that seat belts are fitted and used. Current driver's license required and a copy given to the College.
- **Housekeeping**
  - Please leave the work areas clean and tidy. These buildings are used by a variety of people and may include children, elderly and disabled. You may need to make special allowances for these people - eg not leaving obstacles in walkways.
- **Amenities**
  - Location of drinking water
  - Suitable bathroom facilities for Volunteer use

***This organisation places great value on the work done by volunteers.  
We aim to ensure that volunteers work in a safe environment and  
in a safe manner. Please help us to do so by reporting any  
hazards or safety issues to the Supervisor.***

Please complete below, indicating that you have read and understood this safety induction.

Name: .....

Address: .....

..... Postcode: .....

Date of Induction:...../...../20.....

**Volunteer's Signature:** ..... **Signed copy to be kept on file.**

## Confidential Volunteer Details, Health Information & Declaration Form

### VOLUNTEER DETAILS

#### PERSONAL DETAILS

Surname:	Given Name/s:
Home Address:	Postcode:
Postal Address:	
Home Telephone:	Mobile Phone:
Email Address:	
Date of Birth:	Religion:

#### EMERGENCY CONTACTS

##### Emergency Contact 1

Name:	Relationship:
Home Address:	Postcode:
Home Telephone:	Mobile Phone:

##### Emergency Contact 2

Name:	Relationship:
Home Address:	Postcode:
Home Telephone:	Mobile Phone:

#### VOLUNTEER IDENTIFICATION

Type of identification: (eg birth certificate, current passport, driver's license, marriage certificate or other for any changes of name)	ID number:
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#### If volunteering as a driver, please provide the following information:

Driver's License Number:	Vehicle's Registration Number:
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#### If Work Experience Student:

Has a letter from Principal attesting to student's character and suitability to undertake work experience been received? : <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Letter:
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#### AREA OF INVOLVEMENT

Please indicate area/s in which you will be volunteering - eg classroom, sport, excursions, canteen

Please give details of your experience or other relevant information relating to area/s of involvement:

Start Date of Volunteering:	End Date of Volunteering: (if known)
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## VOLUNTEER HEALTH INFORMATION - CONFIDENTIAL

### MEDICAL CONTACT DETAILS

Doctor's Name:

Doctor's Telephone Number:

Name of Medical Practice:

Do you have Ambulance Cover?  Yes  No

Do you have Private Health Cover?  Yes  No

If Yes, Fund Name:

### HEALTH CARE DETAILS

Do you have any medical conditions, allergies or other health care concerns that we should be aware of in an emergency?  Yes  No

If Yes, please provide details:

Are you aware of any medical condition that you have that could result in a medical emergency?

Yes  No

If Yes, please provide details of possible emergency and how to recognise it:

Emergency treatment:

### MEDICAL CONSENT AND ACKNOWLEDGEMENT

In case of an emergency, and in the event that I am unable to give consent at the time, I give the College permission to use their judgement in obtaining any medical attention that it may consider necessary. I consent to my doctor or medical specialist being contacted in a medical emergency.

To the best of my knowledge, I have no known medical condition that would affect my roles/ in the areas of involvement as nominated in the Volunteer Details form and I will advise the school if my circumstances change.

I acknowledge my medical information will be kept on file at the College.

Signature of Volunteer:

Date:

## VOLUNTEER DECLARATION FORM

### Child Protection and Privacy

Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Catholic schools must only engage volunteers who are appropriate, suitably skilled, trained and or qualified to work with children and young people.

**St Aloysius College** is committed to providing the highest possible level of safety and security for students and staff, including volunteers. An integral aspect of is to ensure that all adults who have access to children and young people during the course of school activities are persons of high integrity who pose no threat to the emotional and physical well-being and safety of students. Therefore, electronic screening occurs for all volunteers in education settings in our diocese and volunteers are required to complete Responding to Abuse and Neglect (RAN) training for volunteers. Our College requires all volunteers to obtain and hold a valid and current Catholic Archdiocese of Adelaide police clearance.

To be considered as a volunteer at **St Aloysius College**, you are required to complete the following declaration. Upon receipt of an individual's volunteer application, the Principal or responsible person will forward the 'Authority to Access Personal History' Information to the Catholic Education Office for processing. All other information that relates to the privacy of individuals will be held at the College in a secure place and only accessed by the Principal or Delegated Person of Responsibility.

### DECLARATION BY VOLUNTEER APPLICANT

- I agree to take all reasonable steps to protect my own health and safety and that of others while on College premises and/or while undertaking duties for the College.
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the College.
- I understand that a range of screening procedures, including holding of a valid and current Catholic Archdiocese of Adelaide police clearance, is required for all volunteers.

**Have you ever been charged with a criminal offence involving children, drug dealing, dishonesty or violence?**

Yes  No

**If Yes, please provide details:**

- I declare that I am a fit and proper person of good character. Below are the names and details of two referees who will attest to my good character.

*\* If not previously well known to the College community, provide referee - eg previous or current employer, doctor, lawyer, JP, teacher.*

*\* If well known to the College community, provide names and positions of two staff members who know you.*

- I have received a Volunteer Pack from the College which includes the CESA Induction Pack for Volunteers; DECD Volunteers Handbook - Responding to Abuse and Neglect; Volunteers WHS Induction; and Volunteer's Induction Checklist for volunteering at the College. I have read and understood the contents and sought and received adequate explanation for any queries I might have had.

- I acknowledge that this completed form will be kept on file at the College.

I (*name in full*) ....., **the undersigned, agree to comply with the policies, procedures and guidelines as outlined above.**

**Signature:**

**Date:**

**Referee 1: (If referee is a staff member at the College, please state name and position)**

**Name:**

**Organisation:**

**Position / Role:**

**Address:**

**Telephone Number:**

**Mobile Phone:**

**Referee 2: (If referee is a staff member at the College, please state name and position)**

**Name:**

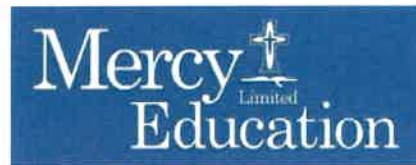
**Organisation:**

**Position / Role:**

**Address:**

**Telephone Number:**

**Mobile Phone:**



## **CONTRACTOR / VOLUNTEER COLLECTION NOTICE**

1. In applying to provide services to the College, you will be providing St Aloysius College, Adelaide with personal information. We can be contacted at 53 Wakefield Street, Adelaide, (08) 8217 3200, [registrar@sac.sa.edu.au](mailto:registrar@sac.sa.edu.au)
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 12 months.
4. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We may disclose this kind of information to Catholic Education Commissions, Catholic Education Offices and other school service providers.
6. We are required to collect information under Child Protection laws. Contractors or volunteers who are not registered teachers are required to have a current and valid Working with Children Check (WWCC) and National Criminal Record Check. In South Australia you are required to have an Archdiocese of Adelaide police clearance.
7. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.