VOLUNTEERS’ INDUCTION – OUTLINE OF PROCESS

Volunteers include, but not limited to, sport coaches, parents accompanying excursions, canteen volunteers.

1. Need is identified or a person volunteers. Obtain the person’s email address.

2. Communicated to Deputy Principal (Pastoral Care).

3. Generic letter from Principal sent via email from Deputy Principal (Pastoral Care) to the volunteer with:
   - CESA Induction Pack for Volunteers
   - Volunteer Application Package (including: Details form, Health form, Declaration form)
   - Volunteers’ WHS induction
   - RAN Volunteers’ Handbook
   - RAN brochure

4. Deputy Principal (Pastoral Care) to ensure CESA electronic screening is undertaken.

5. Deputy Principal (Pastoral Care) to call to arrange time for face to face induction meeting (prior to commencement).

6. Induction meeting. Work through checklist to ensure candidate has clarity around key issues. Sign Volunteer’s Induction Checklist. Confirm need for return of signed copies of Volunteer Application Package and Volunteers’ WHS Induction sheet.

7. Deputy Principal (Pastoral Care) completes referee checks on the proposed volunteer.

8. Give returned forms to Assistant to the Deputy Principals to record details onto College Volunteers’ Register and filing of forms.

9. The new volunteer needs to obtain an Archdiocese of Adelaide Police Check clearance if they will be going on one or more excursions, an overnight stay or is likely to volunteer on more than 7 times in a calendar year. The initial form for the Archdiocese of Adelaide Police Check clearance is available from the St Aloysius College Office.

10. Once the CESA electronic screening is cleared, an Archdiocese of Adelaide police clearance obtained, face to face induction meeting conducted and all induction requirements fulfilled, then the volunteer may commence.