Thank you for your kind offer to volunteer your services at St Aloysius College.

In line with College and Catholic Education SA policies, there are a number of important matters that you must understand prior to commencing your work. These are related to Work Health & Safety (WHS) and Child Protection, the law and our responsibilities as adults working with children. These are compulsory in preparing volunteers to work with children in a school setting.

Prior to commencing your voluntary work, the following steps must be undertaken:

- familiarisation with the Volunteer’s Handbook – Responding to Abuse and Neglect and Volunteers WHS Induction (Attachment 4);
- an in person discussion with myself or my delegate. You will have the opportunity to ask any questions if you are unsure of any aspect of the induction requirements;
- return to the College the four signed forms (Attachments 2 and 3).

Once you have had the opportunity to read the Volunteer’s Handbook, please contact Ms Christine Simpson, Deputy Principal, (email csimpson@sac.sa.edu.au or phone 8217 3200) to make a time for a face to face discussion to formalise the process. A reminder, this must occur prior to the first date on which you intend to volunteer. At this meeting you can obtain the paperwork to commence the process to obtain an Archdiocese of Adelaide Police Check clearance.

Thank you once again for your great generosity in offering your support to the College.

Yours sincerely

Ms Paddy McEvoy
Principal
St Aloysius College

Included in this package you will find:
- Attachment 1: CESA Induction Pack for Volunteers
- Attachment 2: Volunteers’ Application Package (Details form, Health form and Declaration form)
- Attachment 3: Volunteers’ WHS Induction form
- Attachment 4: RAN Volunteers’ Handbook
- Attachment 5: Federation of Catholic School Communities RAN Volunteers’ Brochure