



## Catholic Education Sandhurst Ltd (CESL) Volunteer Registration and Induction Process

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All CESL schools will register Volunteers via a Volunteer Registration form in Assurance. This form will allow interested Volunteers to provide all personal details, Working with Children Check and referees. The form will be accessible on the school website via link, QR code or sent via email to Volunteers.

Once a form has been completed by the interested Volunteer the principal and delegate will receive an email to complete referee checks. Once completed, the principal or delegate will then approve or deny the individual as a Volunteer for your school.

After approval, the Volunteer will be required to complete the CESL School Volunteer Induction (CompliLearn).

We have developed a communication resource for your school to inform your school community of the new process and their responsibilities when volunteering for CESL schools.

### **Actions Required:**

- You will be sent the Volunteer Registration form public link and QR code for your school.
- Add the public link and QR code to your school website including information on the Volunteer Registration process and responsibilities of Volunteers in CESL schools.
- Communication resources for your school are below, please add to your school website and/or newsletter.
- Principals are the Responsible Person for the Volunteer Registration form. If you would like other school leaders or administration officers to have access to assurance Volunteer Registration forms, please email [safeguarding@ceosand.catholic.edu.au](mailto:safeguarding@ceosand.catholic.edu.au) with name and email address of additional delegates.
- Ensure your CompliLearn Champion is aware of the need to allocate the CESL School Volunteer Induction to a Volunteer once approved by the principal or delegate.

If you have any queries, please do not hesitate to contact Deborah Rowley or Megan Gerrish for further support or information regarding the new Volunteer Registration process.

## WEBSITE & NEWSLETTER (BLURB)

### Engagement of Volunteers

At St Mary's Primary School, Rushworth the safety and wellbeing of our students is our highest priority. To uphold our commitment to child safety, **ALL** Volunteers are required to review and acknowledge our Child Safe Code of Conduct, Staff & Students Professional Boundaries Policy and Photography & Video Policy and Procedures. Additionally, Volunteers must complete a Volunteer Registration form and successfully complete the CESL School Volunteer Induction before commencing their role as a Volunteer.

We deeply value the contributions of our Volunteers and appreciate your support in maintaining a culture of care and protection. Together, we can continue to provide a safe and nurturing space for every child to thrive.

For more information regarding volunteering contact us or click on the link to complete the Volunteer Registration form.

[Volunteer Registration Form](#)

All Volunteers will be asked to:

- Complete a Volunteer Registration form (including personal details, Working with Children Check (WWCC) and 2 personal referees), please inform your referees they will be contacted by the school in relation to your volunteering.
- Once you have completed the Volunteer Registration form and are approved to Volunteer at the school, you will be sent an email with a link to access the required training:

*(Please note – Completing this induction replaces the previous onsite induction interview)*

- CESL School Volunteer Induction; and
- Read and acknowledge the Child Safe Code of Conduct, Staff & Students Professional Boundaries Policy and Photography & Video Policy and Procedures.

All Volunteers will be required to update details at the start of each year and inform the school of any changes to your circumstances or updates to your WWCC. All Volunteers will need to complete the CESL School Volunteer Induction and read and acknowledge all relevant safeguarding policies at the start of each school year even if an existing Volunteer.

All information received regarding volunteering and providing referee details will be maintained in line with CESL Privacy Policy.

## EMAILS

### **Email to Volunteers, inviting them to complete the Volunteer Registration form**

There are some great ways for parents to be involved at our school. We thank you for taking the time to Volunteer and for your continued support. Volunteers are integral to the school experience for our students, and they provide an important link to the community.

Some of the ways our school use Volunteers include:

- School canteen
- Coaching school sports teams
- Helping during excursions or incursions
- Support at our school sports days and other school activities
- Classroom helpers

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Catholic Education Sandhurst Ltd (CESL) takes child safeguarding very seriously and for this reason, Volunteers are required to list their entire work history, including any volunteer work involving children.

If you are interested in volunteering during the year, we kindly request that you complete the necessary Volunteer Registration form in advance. This will help save time when volunteering opportunities arise.

To assist our school in meeting the Child Safe Standards, could you please complete the following Volunteer Registration form and press submit.

[Volunteer Registration Form](#)

#### **Pre-engagement checks**

The Working with Children Act 2005 (Vic.) requires that any person doing child-related work, must have a valid Working with Children Check (WWCC). It is the responsibility of the Volunteer to ensure the WWCC remains valid. [Click here to apply for a WWCC.](#)

#### **CESL School Volunteer Induction**

All Volunteers must complete the allocated training, which will provide you with information on the school's child safeguarding policies. You may also receive an induction specific to your volunteer activity.

We would again like to thank you for your understanding and your commitment to child safeguarding within our school community.

If you have any further questions regarding this form, please contact us.

### **Email once Volunteer has completed their Volunteer Registration form**

Thank you for completing the Volunteer Registration form for our school.

As part of the Catholic Education Sandhurst Ltd (CESL) child safeguarding responsibilities, all Volunteers must complete the CESL School Volunteer Induction via CompliLearn. You will receive a separate email asking you to join CompliLearn and complete the induction.

If you have any concerns or issues regarding volunteering at our school or completing the induction, please contact us.

If you haven't already, you can apply for a Volunteer Working with Children Check (WWCC) via the link below, the Volunteer WWCC is free of charge. [Click here to apply for a WWCC.](#)

Thank you for completing the required paperwork and learning, CESL has a **zero-risk appetite** for risks compromising child safety. Our safeguarding practices are proactive to support each child's safety, dignity and wellbeing within a culture of vigilance, where CESL staff, students and community members understand their responsibilities to protect and safeguard our students.

We thank you for taking the time to Volunteer and for your continued support. Volunteers are integral to the school experience for our students, and they provide an important link to the community.

## **PUBLIC LINK AND QR CODE**

[Volunteer Registration Form](#)

