

St. John the Baptist Parish School

Volunteer Policy

Rationale

When Catholic schools, families and the broader community work together, schools improve and communities flourish. Volunteers are a valued and vital aspect of St John the Baptist.

Volunteers in Catholic schools:

- contribute to the pool of resources available
- build a shared sense of community
- create opportunities for community connection, involvement and engagement
- strengthen the connection between schools, families, parishes and community.

Benefits School communities:

- extend opportunities to broaden the perspectives and voices contributing to the life of the school;
- have an opportunity to share understandings about the life of the school, about learning and about the community.

Volunteers:

- have an opportunity to be part of the learning process for children and young people;
- can develop an enhanced sense of personal satisfaction from having an opportunity to give back, to share skills, experience and expertise, and to learn.

Students:

- can interact with a range of role models and adults from the community;
- have opportunities to learn from and be exposed to a broad range of skills and expertise;
- have an opportunity to experience a model of the spirit of altruism or the nature of giving.

Recruitment of Staff and volunteers:

As a Registered school St John the Baptist has an important responsibility for keeping children safe. We will meet child safety requirements for staff selection, supervision and management (clause 10 of Ministerial Order No. 870).

This information below outlines the procedures we will take when recruiting and selecting staff. It provides a checklist for ensuring that the selection process has regard to the applicant's suitability to undertake child-connected work and a checklist to ensure natural justice for applicants in the staff selection process.

Child safety standard four has six specific requirements.

Each job or category of jobs for school staff that involves child connected work will have a clear statement that sets out:

- o the job's requirements, duties and responsibilities regarding child safety; and
- o the job occupant's essential or relevant qualifications, experience and attributes in relation to child safety.

All applicants for jobs that involve child connected work for our school at St John the Baptist will be informed about our school's child safety practices (including our code of conduct).

In accordance with any applicable legal requirement or school policy, our school will gather, verify and

record the following information about a person whom we propose to engage to perform child connected work:

- Working with Children Check status, or similar check;
- VIT registration (teaching position)
- proof of personal identity and any professional or other qualifications;
- the person's history of work involving children; and
- references that address the person's suitability for the job and working with children.

Please note: We need not comply with the requirements in step (3) above if we have already made reasonable efforts to gather, verify and record the information set out in steps (3)(a) to (3)(d), above about a particular individual within the previous 12 months.

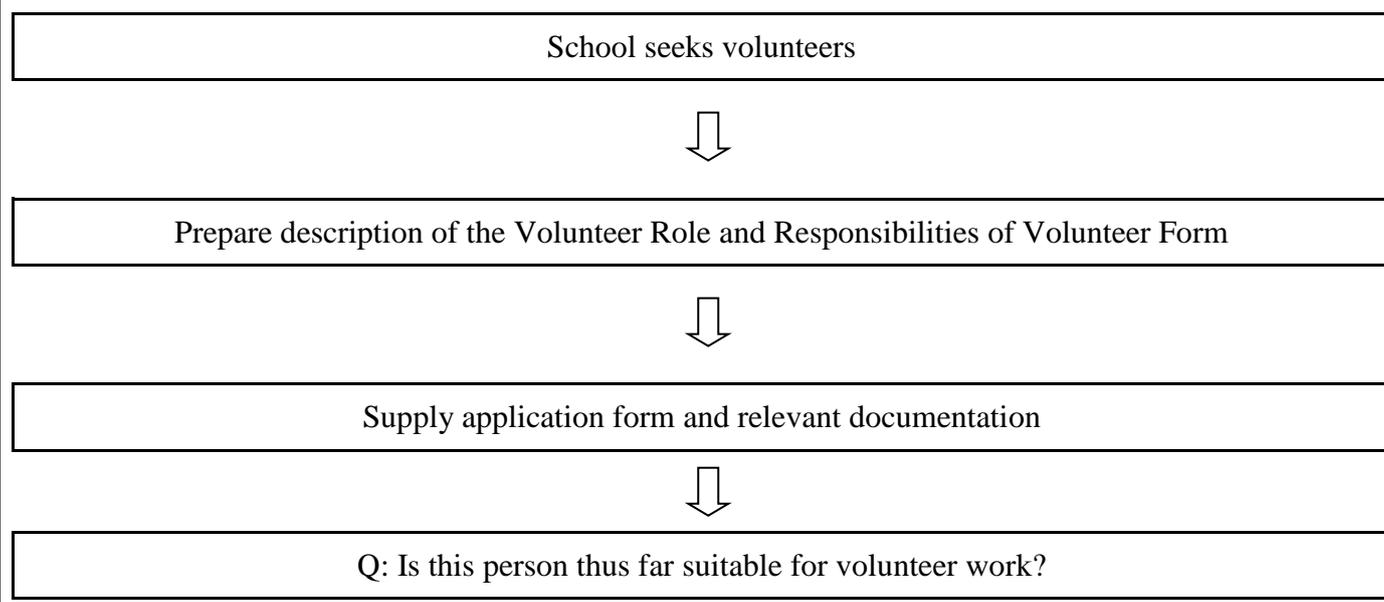
Our school will ensure that appropriate supervision or support arrangements are in place in relation to:

- the induction of new school staff into the school's policies, codes, practices, and procedures governing child safety and child connected work by nominating a mentor from the school leadership team who will induct them on our school policies, codes, practices and procedures governing child safety. This will be in addition to the staff whole staff review that will happen biannually at staff meetings; and
- monitoring and assessing a job occupant's continuing suitability for child connected work. This will be the responsibility of the Principal who will observe the new staff member in their work with the children, provide an annual review meeting and respond to any information that suggests a staff member is in breach of their commitments to child safety.

Our school will implement practices that enable the school governing authority to be satisfied that people engaged in child-connected work perform appropriately in relation to child safety by informing the school board of our recruitment procedures and receiving their ratification. The Parish Priest sits on the Education Board.

St John the Baptist will implement the
GUIDELINES ON THE ENGAGEMENT OF VOLUNTEERS IN CATHOLIC SCHOOLS
(Prepared by the Catholic Education Commission of Victoria - CECV)

FLOWCHART - Process for the Recruitment & Selection of Volunteers





NO	YES
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Decline application END PROCESS	Conduct interview
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Q: Is this person thus far suitable for volunteer work?



NO	YES
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Decline application END PROCESS	Conduct referee checks and screening checks
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Q: Is this person thus far suitable for volunteer work?



NO	YES
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Decline application END PROCESS	Confirm engagement in writing
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Arrange for
induction



Continue to monitor
suitability

Evaluation

This policy will be reviewed as part of the school's four-year review cycle.