



# St Michael's Primary School: Engagement of Volunteers

Welcome to our new and existing volunteers. Under Child Safe regulations our school must have all new and existing volunteers read and sign each page of the Current Year Code of Conduct as well as read the Child Safety and Wellbeing Policy and upload your Current Working with Children's Card.

New volunteers are required to complete a further set of documentation.

In the past, this has been a paper based process, but this year we have begun an online system, designed to make the operation simpler and further our commitment to being a school with sustainable practices.

The first-time volunteer Interview Process with the Principal will remain face to face, although, by completing all your documentation ahead of this interview, you will reduce the length of the induction process. The Interview should take no longer than 10-15 minutes.

## **STEP ONE:**

Annual - **Download and Read** the Child Safety Wellbeing Policy - [Click Here](#)

Annual- **Download and sign each page** of the Current Code of Conduct - [Click Here](#)

## **STEP TWO:**

**Complete Existing Volunteer survey-** [Click Here](#)

In the process of completing the survey, you will be required to attach the completed documentation as well as other evidence relating to Child Safety - WWCC (number and image) - please have these ready as you complete the Survey.

## **STEP ONE:**

**Download and Read** the Child Safety Wellbeing Policy - [Click Here](#)

**Download and sign each page** of the Current Code of Conduct - [Click Here](#)

**Download** the New Volunteers Induction Pack - [Click Here](#)

## **STEP TWO:**

Once the documentation is complete, new volunteers must fill out this Survey to give us all the information we require for you to be Child Safe. In the process of completing the form, you will be required to attach the completed documentation as well as other evidence relating to Child Safety - Driver's Licence (number and image) and WWCC (number and image) - please have these ready as you complete the Survey.

Survey for new Volunteers - [Click Here](#)

Please note, you will need to direct the Referee's you have listed on your paperwork to the QR code below.

Referee Check – for volunteer’s referees to complete online – [Click Here](#)



*STEP THREE (new Volunteers only):*

Come into the school to have an Induction Interview - see the school will share with you the available times.