



Volunteer Requirements

Thank you for your interest in becoming a volunteer at Emmaus Catholic School. We value your involvement and contribution to our school.

To ensure the safety of our students and volunteers, you are required to complete the steps below before commencing any volunteer duties:

1. Read and familiarise yourself with all aspects of the enclosed Volunteers Induction Handbook.
2. Complete the enclosed Volunteer Details Form, including signing the declaration/induction.
3. Obtain and provide a copy of your Working with Children's Check and Catholic Police Clearance.
4. Complete the Responding to Risk, Harm, Abuse and Neglect - Education and Care for Volunteers online training with an expiry date of 31/12/2027.

If you have any queries, please contact the Front Office.

Yours sincerely

Suzanne Budd

Suzanne Budd
Principal



Induction Booklet for Volunteers

November 2024



Welcome

Thank you for your willingness to become a volunteer at our school. Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Volunteering helps provide quality care and education to our children and young people and supports Catholic schools to promote values drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world.

It is important that your involvement and participation in our school is rewarding and a mutually beneficial experience. As part of our extended community and to support our commitment to the protection and care of all children and young people and the safety of all staff, all volunteers are required to hold a current and valid Working with Children Check (WWCC) and to complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.

This induction package also addresses Work Health and Safety, and Protective Practices. Together, these induction components aim to ensure the physical and emotional wellbeing of children and young people and the safety of our volunteers.

If you have not already done so, you are also asked to ensure that you have provided your completed CESA Application Package, current and valid WWCC, and CESA Volunteer Declaration. Please provide these documents along with your personal Identification (100 points if you do not hold a current and valid WWCC).

Volunteers may be asked to provide two referees. If you have had regular involvement in the school, please provide the names of two staff members who know you. If you are new to the school, you are requested to provide the names of two professional referees (e.g., previous employer, doctor, lawyer, JP, teacher etc.).

As a volunteer you will be required to:

- Complete CESA Application Package and CESA Volunteer Declaration
- Hold a valid and current WWCC
- Complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course and provide the completion certificate to the school
- Be properly inducted, including:
 - Work Health and Safety
 - Duty of Care
 - Child Protection (RRHAN-EC; Mandatory Notification; Protective Practices)
- Observe confidentiality and privacy
- Observe school policies
- Comply with the Code of Conduct for Volunteers

Once again, thank you for becoming a volunteer at our school and welcome to our community. We trust your experience as a volunteer will be rewarding for you.

Package Contents

In this package you will find information relating to:

- Work Health and Safety information (insert to be signed and returned to the school)
- Duty of care and child protection, including mandatory notification
- Responding to Risks of Harm, Abuse and Neglect – Education and Care Fundamentals course
- Responding to Risks of Harm, Abuse and Neglect - Education and Care Information for Volunteers
- Protective practices for staff in their interactions with children and young people information
- Privacy Statement
- Site Map

Forms to be completed by the volunteer and returned to the school:

- CESA Volunteer Application Package
- CESA Volunteer Declaration – this form includes a declaration that you have read the induction materials included in this booklet

Code of Conduct for Volunteers in Catholic Schools

(adapted from the SA Commission for Catholic Schools (SACCS) Code of Conduct for Staff employed in Catholic Education SA May 2020)

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers in Catholic Education SA. This will assist all volunteers in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Volunteers are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support the Principal and staff in the development of a Christ-centred learning community and act consistently within the Catholic ethos and mission of the Catholic school;
2. Acknowledge and affirm success in individual and school achievement;
3. Support the school's policies. The Principal has the responsibility to implement these policies;
4. Treat all members of the school community with honesty, integrity, respect and courtesy;
5. Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people;
6. Maintain appropriate professional boundaries around their behaviour towards children and young people;
7. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment;
8. Respect and comply with all Federal, State and local laws;
9. Declare situations that may give rise to, or the perception of a conflict of interest;
10. Respect the privacy of others and others' personal and sensitive information;
11. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
12. Present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

Some of these requirements are explained in more detail in this Pack.

Work Health and Safety

Work, Health and Safety training is essential for all employees and volunteers in the workplace. All workers and employees including volunteers and visitors are required to take reasonable care for both their own health, safety and welfare and the health, safety and welfare of others. Volunteers are considered to be workers under current WHS legislation.

This school / college places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the Supervisor.

You will be asked to sign off that you have completed a WHS induction for volunteers.

Volunteer rights and responsibilities

As a volunteer you have a number of rights you should be aware of:

- to work in a healthy and safe environment;
- to be provided with information that adequately describes your roles and responsibilities;
- be provided with an induction prior to commencement as a volunteer;
- to be provided with sufficient information, instruction and training for you to perform your tasks safely;
- to be provided with adequate supervision;
- who to speak to if you have any queries about any aspects of your work.

As a volunteer you also have responsibilities to:

- work safely;
- not affect the safety of others;
- observe all established Policies and Procedures;
- report any safety concerns;
- undertake RRHAN-EC Fundamentals course every 3 years;
- undertake your mandatory notification obligations, as required;
- hold a current acceptable WWCC.

There are a number of important points relating to safety within our school that you should be familiar with:

Safe work

- You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues, please discuss with your Supervisor / Leader immediately.

Emergency procedures (in the case of an emergency, dial 000)

- Make yourself familiar with the emergency evacuation plan for the area you are working in.
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Fire Warden).

- If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building and check that all persons are accounted for.
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for all clear by the Principal or nominee.

Reporting

- Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to your Supervisor / Leader.

First Aid

- First Aid kits are located in each classroom, within the school office and in the Mackillop Centre.
- If you require first aid, please report to your First Aid contact person.

Equipment

- This school provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary, please discuss this with your Supervisor / Leader.

Chemicals

- You must only use chemicals supplied by this school. The chemicals used by this school have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment, to use any of these products please discuss with your Supervisor / Leader.

Working alone and security

- For safety reasons volunteers are discouraged from working alone.
- Do not leave personal items unattended.
- If leaving the office/buildings outside of the working day, consider the personal safety of yourselves and others.

Smoking, drugs, alcohol, and your health

- This school/college is designated as a smoke-free workplace. There is no smoking in the buildings or on these grounds.
- Whilst on duty you should be in sufficient physical and mental health to be capable of complying with your duty of care to your colleagues and students.
- You should not be impaired in the carrying out of your duties by reason of alcohol, medication, or an illegal drug.

Vehicles

- Volunteers will not normally be asked to use their vehicle. If you use your car as part of your volunteer duties, please refer to the school's policies and procedures.
- If you drive a car as part of your volunteer duties, a current driver's license and compliance with registration insurance and safety requirements are required.

Housekeeping

- Please leave all work areas clean and tidy.
- Please report any issues with workspaces.

Site specific amenities: your induction will include site specific matters such as

- Where drinking water is located.
- Bathroom facilities suitable for volunteer use.

Position specific WHS

Your Supervisor is the staff member overseeing your volunteering.

Your First Aid Contact person is a member of staff in the office.

Duty of Care and Child protection (including Mandatory Notification)

Duty of Care: As a volunteer you will play an important role in the education of our children in partnership with all staff of our school. In your relationship with children and young people, you are required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that your own behaviour is guided by this duty of care.

Please talk to your Supervisor, Leader or the Principal if you have any questions regarding your duty of care.

Protective Practices: Professional and Role Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

You have been provided with a copy of the Protective Practices Guidelines, which will assist members of the community to maintain professional boundaries. The Guidelines give examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children and young people, role, and possessions.

As a Volunteer, you will find helpful guidance in managing professional boundaries in the *Guidelines* on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people

- Managing privacy expectations
- Conducting home visits.

Protective Practices Guidelines address appropriate physical contact in a range of situations, including:

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The *Guidelines* address safe practices when it is legitimate to use physical restraint: that is only where a child's, young person's or adult's safety is threatened.

Education and care staff support children and young people with disabilities or additional needs through individual plans, which take various forms. These plans document the strategies that are to be used in supporting the child or young person and will assist you to ensure your duty of care to the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment.

All volunteers are required to undertake the Responding to Risks of Harm, Abuse and Neglect - Education and Care Fundamentals course.

RRHAN-EC training is how we make sure we:

- all have the same information about mandatory notifications
- understand our role working together to safeguard children and young people.

You will receive a certificate of completion at the end of the course.

What is Child Abuse?

Your training will include information on the four types of child abuse:

- (1) Physical abuse (2) Sexual abuse (3) Emotional abuse (4) Neglect

Why report Child Abuse?

From time to time, volunteers working with children will experience children disclosing sensitive information. Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

When to report Child Abuse?

You are required by law to report child abuse and neglect when you form a suspicion on reasonable grounds:

- A child or young person tells you that s/he has been abused;

- Your own observation of the behaviour of a particular child or young person and/or injuries, or your knowledge of the child generally leads you to suspect that abuse is occurring;
- A child or young person tells you s/he knows someone who has been abused (the child may be referring to her/himself);
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbour or sibling of the child/young person).

What does the law say?

Volunteers are Mandated Notifiers and obliged by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties. Volunteers must notify the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

What do you do if you have suspicions or concerns?

You are not expected to act alone. Always seek guidance and work in partnership with the nominated staff member at the school (normally this would be the Principal or the person who inducted you as a volunteer). Your role as a volunteer means you are supported by professionals at the site in meeting your responsibilities as a mandated notifier.

Child Abuse must be reported to the Department for Child Protection

www.reportchildabuse.families.sa.gov.au

Child Abuse Report Line 131478

After Hours Crisis Care 131611

Privacy Information and Confidentiality

By you as a volunteer

In the course of your work as a volunteer, you may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with your Supervisor or the Principal.

About your privacy

This section provides information about the privacy of Volunteers.

Privacy information

1. In applying to provide services to the School, you will be providing Emmaus Catholic School with personal information. We can be contacted 2 Todd Street, Woodcroft, SA 5162 Ph 08 8322 7211.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the period of your volunteer work in the School.
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
7. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
8. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties

Notes:

Duty of Care

Volunteers play an important role in the education of our children in partnership with the staff of our schools. In their relationships with children and young people, staff must ensure that the physical and emotional wellbeing of children and young people is safeguarded, and that their own behaviour is guided by this duty of care both within and beyond the education and care setting.

Professional and Role Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

The Protective Practices Guidelines will assist volunteers to maintain professional boundaries. The Guidelines give examples of boundary violations in:

- Communication
- Personal disclosure
- Physical contact
- Place
- Targeting individual children and young people
- Role
- Possessions

Information is included in the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.

Guidance for Staff in Managing Professional Boundaries

Volunteers will find helpful guidance in the Guidelines on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations
- Conducting home visits

Appropriate Physical Contact and Non-Physical Intervention in Managing Behaviour

The Guidelines address appropriate physical contact in a range of situations, including

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The Guidelines address safe practices when it is legitimate to use physical restraint: that is where a child's or young person's or adult's safety is threatened.

Working with Children and Young People with Additional and Complex Needs

Education and care staff support children and young people with additional needs and complex needs through various forms of individual plans. The common features of these plans are that they involve all people who deal with the child or young person on a regular basis, including other service providers, and they document the agreed strategies that are to be used in supporting the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

The school or site where you volunteer will have policies and/or procedures which may be relevant to your induction to ensure the safety and protection of children, young people, volunteers and staff, and that the volunteer experience is enjoyable, respectful and satisfying.

These will include:

- Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training for volunteers
- Work, Health and Safety
- Behaviour Education
- Prevention and management of bullying
- Excursions and camps

Links

- [Protective practices for staff in their interactions with children and young people Guidelines for staff working or volunteering](#)

In particular, refer to page 11- 15 for information on maintaining professional boundaries with children/young people and examples of boundary violations.

- [Practical Practices Online Training \(Optional\)](#)
- [Responding to Risks of Harm, Abuse and Neglect – Education and Care \(RRHAN-EC\)](#)

Contact

Please contact System Safeguarding and Development Team at People, Leadership and Culture on 8301 6600.

Core messages

Volunteers play an important role in the education of our children in partnership with the staff of our schools.

- **Enjoy** your volunteering with children and young people and the contribution you make to their safety, wellbeing and learning.
- **Refer** any concerns you have about children, young people or adults at the school to the nominated staff member as soon as possible.
- **Respond** in a listening way if children/young people share concerning personal information with you. Showing you care is very important to their wellbeing. Do not make any observations to the child about what they have shared. Talk with the nominated staff member as soon as possible.
- **Confidentiality** is critical.
- **Respect** the sensitivity of the personal information you have, by not discussing it with people other than the nominated staff member.

What is child abuse?

Child abuse can occur through someone doing something hurtful or by someone not doing something to provide for or protect a child.

There are four types of child abuse:

- (1) Physical abuse is characterised by physical injury resulting from practices such as: hitting, punching, kicking, throwing, shaking (particularly young babies), burning, biting, pulling hair, alcohol or other drug administration.
- (2) Sexual abuse occurs when someone in a position of power uses their power to involve the child in sexual activity.
- (3) Emotional abuse tends to be a chronic behavior directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. This may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising, chronic or extreme spousal abuse in a child's presence.
- (4) Neglect is the failure to provide a child with their basic needs such as food, shelter, clothing, hygiene, education, adequate supervision, medical, dental care, forcing a child to leave home or allowing chronic truancy.

What does the law say?

Volunteers are obliged by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties.

Volunteers must notify the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

Why report child abuse?

From time to time, volunteers working with children will experience children disclosing sensitive information.

Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

When to report child abuse?

You are required to report child abuse and neglect when you have suspicion on reasonable grounds

- A child or young person tells you that s/he has been abused;
- Your own observation of the behavior of a particular child or young person and/or injuries, or your knowledge of the child generally leads you to suspect that abuse is occurring;
- A child or young person tells you s/he knows someone who has been abused (the child may be referring to her/himself);
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbor or sibling of the child/ young person).

What do you do if you have suspicions or concerns?

You are not expected to act alone

Always seek guidance and work in partnership with the nominated staff member at the school (normally this would be the Principal or the person who inducted you as a volunteer).

Your role as a volunteer means you are supported by professionals at the site in meeting your responsibilities as a mandated notifier.

Child abuse must be reported to the Department for Child Protection either online:
www.reportchildabuse.families.sa.gov.au

or

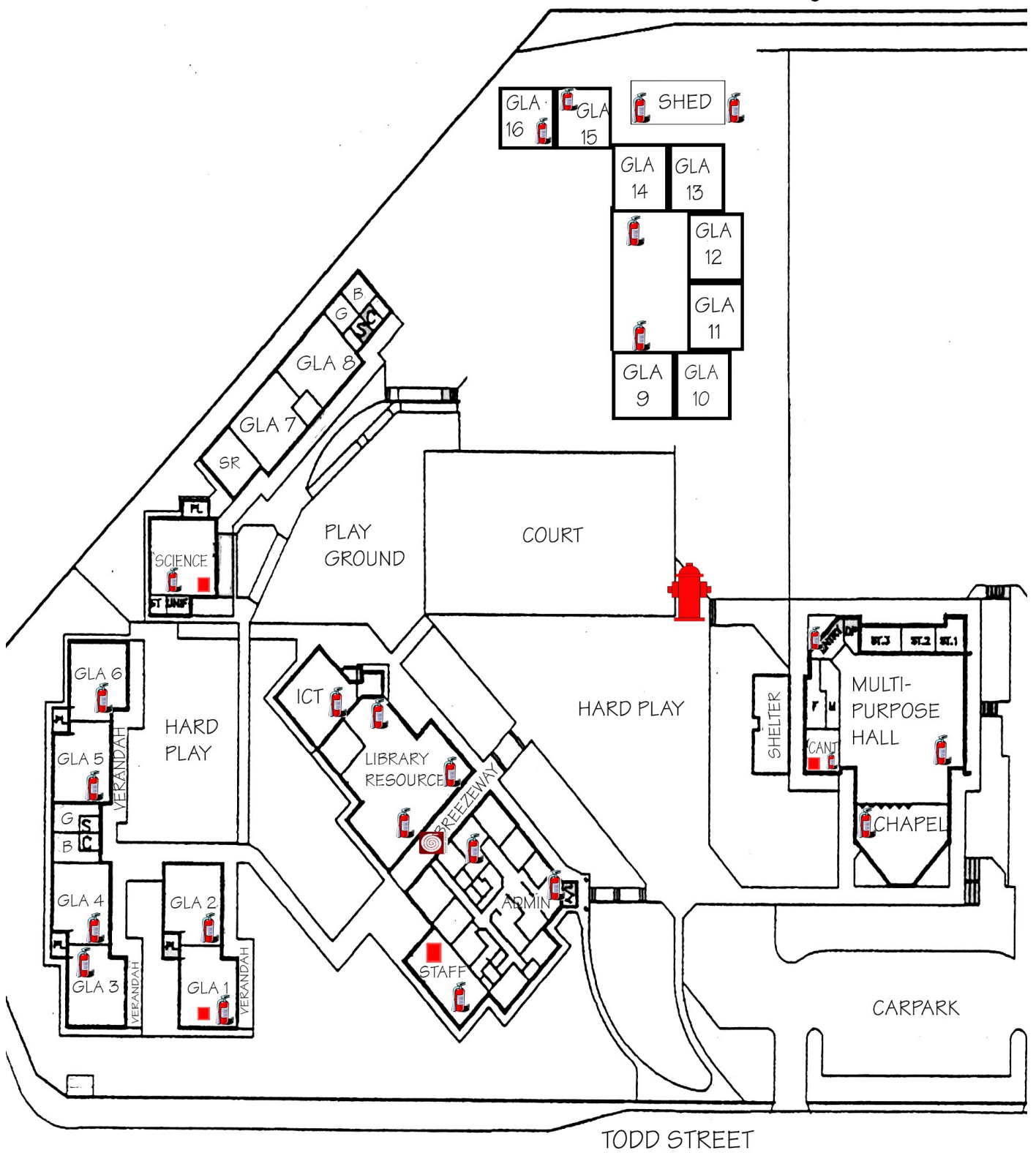
Child Abuse Report Line (CARL) 13 14 78
After Hours Crisis Care 13 16 11

Links

- [Protective practices for staff in their interactions with children and young people Guidelines for staff working or volunteering](#)
- [Responding to Risks of Harm, Abuse and Neglect – Education and Care \(RRHAN-EC\)](#)

Contact

Please contact System Safeguarding and Development Team at People, Leadership and Culture on 8301 6600.





VOLUNTEER DETAILS FORM, HEALTH FORM & DECLARATION FORM

VOLUNTEER DETAILS

PERSONAL DETAILS

Surname:		Given Name:	
Home Address:		Postcode:	
Postal Address:			
Home Telephone:		Mobile Phone:	
Email Address:			
Date of Birth:		Religion:	

EMERGENCY CONTACTS

Emergency Contact 1:			
Name:		Relationship:	
Home Address:		Postcode:	
Home Telephone:		Mobile Phone:	
Emergency Contact 2:			
Name:		Relationship:	
Home Address:		Postcode:	
Home Telephone:		Mobile Phone:	

VOLUNTEER IDENTIFICATION

Type of identification: (eg birth certificate, current passport, driver's license, marriage certificate, or other for any changes of name)		ID number:	
If volunteering as a driver, driver's license number, car registration, & third party insurance, as applicable			

If Work Experience Student:			
Has letter from Principal attesting to student's character and suitability to undertake work experience been received?		Yes / No	Date:

AREA OF INVOLVEMENT

Please indicate in which area(s) you will be volunteering eg classroom, sport, cleaning, excursions

Please give details of your experience or other relevant information relating to the area(s) of involvement

Start Date of volunteering:	End Date of volunteering: (if known)
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VOLUNTEER HEALTH FORM - CONFIDENTIAL

MEDICAL CONTACT DETAILS

Doctor's Name: Doctor's Telephone Number:

Ambulance Cover: Yes No (Please circle one)

Private Health Cover: Yes No (Please circle one) Fund name:

HEALTH CARE DETAILS

Do you have any medical condition, allergy or other health care concerns which we should be aware of in an emergency?
Yes No (Please circle one)

If yes, please provide details:
.....
.....

Are you aware of any medical condition that you have that could result in a medical emergency?

Yes No (Please circle one) If Yes, Please provide details of possible emergency and how to recognise it.

.....
Emergency treatment:
.....

MEDICAL CONSENT AND ACKNOWLEDGEMENT

In case of an emergency, and in the event that I am unable to give consent at the time, I give the School permission to use their judgement in obtaining any medical attention which they may consider necessary. I consent to my doctor or medical specialist being contacted in a Medical Emergency.

To the best of my knowledge I have no known medical condition that would affect my role(s) in the areas of involvement as nominated in the Volunteer Details Form, and I will advise the school if my circumstances change.

I acknowledge my medical information will be kept on file at the school.

Signature of Volunteer:

Date:

VOLUNTEER DECLARATION FORM

Child Protection and Privacy

Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Catholic schools must only engage volunteers who are appropriate, suitably skilled, trained and or qualified to work with children and young people.

Emmaus Catholic School is committed to providing the highest possible level of safety and security for students and staff, including volunteers. An integral aspect of is to ensure that all adults who have access to children and young people during the course of school activities are persons of high integrity who pose no threat to the emotional and physical wellbeing and safety of students. Therefore, electronic screening occurs for all volunteers in education settings in our diocese undertake, and volunteers are required to complete 'Responding to Risks of Harm, Abuse and Neglect – Education and Care' training for volunteers. Our school requires all volunteers to obtain and hold a valid and current Working With Children's Check and Catholic Clearance.

To be considered as a volunteer at Emmaus Catholic School you are required to complete the following declaration. Upon receipt of an individual's Volunteer Application, the Principal or responsible person will forward the 'Authority to Access Personal History' Information to the Catholic Education Office for processing. All other information that relates to the privacy of individuals will be held at the school in a secure place and only accessed by the Principal or Delegated Person of Responsibility).

DECLARATION/INDUCTION BY VOLUNTEER APPLICANT

- I agree to take all reasonable steps to protect my own health and safety and that of others while on school property and/or while undertaking duties for the school
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school
- I understand that a range of screening procedures are required for all volunteers.
- I agree to undertake Responding to Risks of Harm, Abuse and Neglect – Education and Care online training (Certificate of Completion to be handed in.)

Have you ever been charged with a criminal offence involving children, drug dealing, dishonesty or violence? If YES please provide details: YES / NO

.....

.....

- I declare that I am a fit and proper person of good character. Below are the names and details of 2 referees who will attest to my good character.
 - * If not previously well known to the school community, provide referee e.g. previous or current employer, doctor, lawyer, JP, teacher etc.
 - * If well known to the school community, provide names & positions of 2 staff members who know you

- I have been inducted and read and understood the information in the Volunteer's Handbook.
- I have received a Volunteer Induction Pack including the 'Responding to Risks of Harm, Abuse and Neglect- Education and Care' Volunteers Handbook, and the Volunteer Details, Declaration and Induction Form, and Work Health and Safety information for volunteering at the school. I have read and understood the contents and sought and received adequate explanation for any queries I might have had.

- I acknowledge that this completed form will be kept on file at the school.

I agree to comply with the policies, procedures and guidelines as outlined above.

Name:

Signature:

Date:

Referee 1: (if referee is a staff member at the school, please state name and position)

Name:

Organisation:

Position / role:

Address:

Telephone Number:

Mobile Phone:

Referee 2: (if referee is a staff member at the school, please state name and position)

Name:

Organisation:

Position / role:

Address:

Telephone Number:

Mobile Phone:



Procedure for Responding to Risks of Harm, Abuse and Neglect – Education and Care for Volunteers Online Training

1. Visit <https://www.plink.sa.edu.au/pages/signup.jsf> to Create an Account.
2. Select Volunteer for the Account Type and complete the form by supplying your email address, choosing a password and completing your name and phone number.
3. Accept the Terms and Conditions and hit 'Create Account'.
4. You are required to complete the following session:

RRHAN-EC online course for volunteers

This online course is for all volunteers.

A thumbnail for the RRHAN-EC course. It features a blue and white geometric pattern. The text "RRHAN-EC" is prominent in blue. Below it, "Responding to Risks of Neglect Care" is written in smaller text. There are five stars and "0 Ratings" are displayed.	Volunteers: RRHAN-EC Fundamentals
	Always available

On the next screen click on Register to commence training.

5. At the completion of your training, please provide the front office with a copy of your Certificate of Completion. You can do this by printing a copy and bringing it to the front office, or by emailing a copy of your certificate to information@emmaus.catholic.edu.au.

If you have any difficulties accessing the training or accessing a computer to complete the training, please contact the Emmaus front office to discuss.