



2024 Volunteers Induction/Training Checklist

Purpose

The Volunteer's Induction/Training Checklist is to ensure Overnewton Anglican Community College (the College) volunteers are familiar with our policies and procedures relating to child safety and wellbeing and understand the important role they play in maintaining and promoting the safety of our students. Volunteers must read the suite of policies and procedures in the links below and complete the required training before commencing any work where children are likely to be present.

Scope

The College provide an induction/training for all volunteers that are engaged in child-connected work, child-related work and volunteers not engaged in child related work. All Volunteers are required to be inducted annually.

Key messages

- The College is committed to the safety and wellbeing of all children. We want children attending the College to be safe, happy, and respected.
- We are committed to creating inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of the College community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, please contact Principal or Deputy Principal Head of Campus. Further information [Department of Education - Suitable staff volunteers' Guidance](#)

Definitions

Child-Connected Work: Work authorised by the schools governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child-Related Work: Work that usually involves (or is likely to involve) direct contact with a child (including oral, written or electronic communication as well as face to face and physical contact) that is a central part of that person's duties. Child related work may be either paid or unpaid (voluntary). It does not include work that involves only occasional direct contact with children that is incidental to that person's work.

Induction/Training Summary

SECTION 1	All Volunteers must complete this section.
SECTION 2	All Volunteers must complete this section.
SECTION 3	Volunteers not engaged in child connected and child related work must complete this section. Example. Working Bees
SECTION 4	Volunteers engaged in child-connected work and child-related work must complete this section and provide a copy of the requested certificates.
SECTION 5	All Volunteers must sign.

Completed and signed copy of this Induction/Training Checklist with supporting certificates is to be emailed familyinvolvement@overnewton.vic.edu.au



SECTION 1: Volunteer's Details	
Volunteer Name:	Click here to enter text.
Volunteer Role:	Click here to enter text.
Volunteer's Supervisor:	Click here to enter text.
Project / Work Title:	Click here to enter text.
Brief summary of works: (Responsibilities and duties)	Click here to enter text.
Location:	Click here to enter text.
Date/s:	Click here to enter text.

SECTION 2: The College	Y	N	N/A
Read and familiarise with College Policies. <ul style="list-style-type: none"> Privacy Policy Volunteers Policy Community Code of Conduct Privacy Acknowledgment and Undertaking 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security provisions. <ul style="list-style-type: none"> Sign in at Reception. Requirement to wear volunteers/visitor's lanyard. Sign out at Reception. Return lanyard. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explained tour of the work area which includes. <ul style="list-style-type: none"> Location of facilities and amenities. Location of external Assembly Area. Areas where there are specific warning signs and instructions. Restricted areas. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explained emergency and evacuation procedures. <ul style="list-style-type: none"> Emergency exits. Location of first aid and emergency equipment (including extinguishers, etc) Emergency contact numbers. Roles and responsibilities of key personnel. Arrangements for person(s) with a disability if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All incident/injury/near miss to be reported immediately to a College staff member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: Compliance Certification and Training for Volunteer's engaged in non-child related work	Y	N	N/A
Read and familiarise College Policies <ul style="list-style-type: none"> Occupational Health and Safety Induction for Working Bees Community Relations Team - Out of hours Safe Work Procedures 2023 Staff and Volunteers Working Alone Guidelines - including unsupervised work. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Provide competencies, qualifications, licences and/or accreditations and additional training if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 4: Compliance Certification and Training of Child Safe Standards for Volunteer's engaged in child-connected work and child-related work	Y	N	N/A
Read and familiarise the College Child Safety Policies, also available on the College website. <ul style="list-style-type: none"> Child Safety and Wellbeing Policy Child Safety Code of Conduct Responding to Allegations of Suspected Child Abuse Child Safety Responding and Reporting Obligations Policy 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child Safety responding and reporting obligations training and information to protect all children under our care and supervision from reasonably foreseeable harm. <ul style="list-style-type: none"> Child Safe Standards Volunteer training PROTECT: Four Critical Actions - Responding to Incidents, Disclosures and Suspicions of Child Abuse 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of current Working with Children clearance (WWCC) card. <ul style="list-style-type: none"> Digital WWCC card, please visit service.vic.gov.au or download the app via the Apple App Store or Google Play Store. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of First Aid and/or CPR certificates if required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of Anaphylaxis and Asthma certificates if required. Anaphylaxis training and Asthma online training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This induction/training checklist contains documents that all volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact familyinvolvement@overnewton.vic.edu.au

Contact

We value your feedback on ways we can continue to improve and strengthen our commitment to the safety and wellbeing of our students and encourage you to contact humanresources@overnewton.vic.edu.au with any comments or questions.



SECTION 5: VOLUNTEER AGREEMENT - PRIVACY INFORMATION

As a volunteer at Overnewton Anglican Community College, I understand and will comply with the Volunteers Policy and Induction checklist to familiarise with the College policies and procedures relating to child safety and wellbeing. I understand that I may become privy to information regarding education, social, emotional or financial situation of individuals associated with the school.

Given the sensitive and confidential nature of this information, I give my undertaking that I will not transfer this information to anybody outside the school or inside the school in a public place. To do otherwise may make me liable to prosecution under the Victorian Privacy Laws.

Name: *Click here to enter text.* **Signature:** *Click here to enter text.* **Date:** *Click here to enter text.*

Volunteer acknowledgement:

Name: *Click here to enter text.* **Signature:** *Click here to enter text.* **Date:** *Click here to enter text.*

College Staff conducting the induction: