



## Holy Spirit School - Volunteer Application Form

Our school, as part of the Catholic Education system, is required to implement policies and guidelines developed at a systems level by the Catholic Education Commission of Victoria (CECV). As part of meeting the 'Child Safe Standards' introduced last year, all catholic schools in Victoria are required to implement CECV Guidelines on the Engagement of Volunteers.

At Holy Spirit School we often have parents, grandparents or special visitors assist on a regular basis and this involvement is something we value as part of our school. The involvement might be in Literacy or Numeracy sessions, assisting at sporting or swimming days, attending an excursion or helping out with special food days, at a rehearsal or any number of other events. If you wish to be involved in school life as a volunteer, in any capacity, you will need to complete a Volunteer Application Form and have a current Working with Children's Card.

### APPLICATION PROCESS

#### 1. Application form

The Child Safe Standards require schools to gather, verify and record a person's history of work involving children. Holy Spirit School takes child safety very seriously and for this reason, potential volunteers are required to list their work history, including any volunteer work involving children (if relevant).

If you would like to submit your interest for a volunteer role within our School, please complete the application form and return it to us.

#### 2. Working with Children Checks

All volunteers at Holy Spirit School are required to apply for and pass a WWCC. If you do not already have a current WWCC, you will be required to obtain this prior to commencing volunteer work and present the WWCC card as soon as practicable.

#### 3. Referee checks

The referee check is a discussion between the School and the nominated referee for the purpose of addressing the person's suitability for volunteer work and for engaging in child-connected work.

#### 4. Induction

Volunteers are provided with an induction to the workplace as a supportive way of introducing them to Holy Spirit. The induction process is an opportunity to communicate the School's ethos, policies and procedures to the new volunteer while introducing them to their role and work area.

## **I do not have a current Working with Children's Card. How do I apply for one?**

### WWC Check Information

The check is free for volunteers and lasts for a period of five years unless a conviction is recorded against your name in which case your suitability would be re-assessed. Once obtained, a voluntary WWC check can be used with any other organisation; however, a volunteer's check cannot be used for paid employment. People over the age of 18 who expect to volunteer at Holy Spirit School should apply for the check ASAP!

Most people can work with children while their application is processed. We will require a copy of your lodgement receipt and once your card or certificate is received, please bring it to the school office to be photocopied and the copy can be kept on the WWC check register.

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### How do I apply?

- Online Application Summary Form from [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). Fill in the online form then finalise your application at a participating Victorian Australia Post retail outlet.

#### What is checked?

The Act allows you to start or continue "child-related work" once you have lodged your application. Not all criminal offences are relevant under the Act. Broadly, applications will be checked for serious sexual, violent and drug-related offences. A list of relevant offences is available on the website, or by calling the information line.

#### How will I know that I have passed the WWC check?

If you pass the Working with Children Check, the Department of Justice and Regulation will let you know by email and you will receive a card in the mail within two weeks.

Your card has your name, photograph, card number, card type, expiry date and other unique security features on it to prevent fraudulent use.

Under the Act, your employer or volunteer organisation must make sure you have passed the WWC Check and will ask to see your WWC Check Card as proof.

Where known, your employer or volunteer organisation will be notified of whether or not you pass the WWC Check, or if the status of your Check is reviewed and if you are no longer eligible to undertake "child-related work".

#### How will my privacy be protected?

The Department of Justice, employers and volunteer organisations are bound by Victorian Privacy laws. In addition, the Act makes it an offence for a person to release any information they have acquired through the Check except in very limited circumstances allowed by the law. Please refer to the website or contact the Information Line for further details.

- If you have a current WWC card, you will still be required to complete an application and referee check.

- If you have a current VIT registration, you do not need to apply for a WWCC, but still need to complete an application.

#### **Privacy Statement**

*The personal information you have provided will help us to assess you as a valued volunteer of our school and will be treated as confidential. Information provided by you in this form may be checked by the school with any relevant authorities, previous employers, volunteer organisations and/or referees or sources. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).*

**Please attach a copy of your WWCC or VIT Card**

## VOLUNTEER APPLICATION

PERSONA L	TITLE	FIRST NAME	LAST NAME
	ADDRESS		
		Mobile	
	Work		
	Email		

VOLUNTEER ROLE
<i>Please provide details of the volunteer position(s) that you are interested in.</i>
a) Support Holy Spirit School with learning programs and initiatives.
b) Classroom support
c) Other

AVAILABILITY TO VOLUNTEER					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
PM					

EDUCATION	TRAINING/CERTIFICATION: E.G. RELEVANT QUALIFICATIONS, FIRST AID CERTIFICATE, COMPUTER SKILLS		

EMPLOYMENT	EMPLOYER'S NAME AND ADDRESS	POSITIONS/DUTIES	DATES
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	<p><i>(If relevant, Please list current and previous employers)</i></p>		

PREVIOUS VOLUNTEER R WORK	ORGANISATION'S NAME	POSITIONS/DUTIES	DATES
	<p><i>(If relevant, Please list any previous places of volunteer work where such work involved children)</i></p>		

REFEREES	NAME	POSITION	ORGANISATION	MOBILE NUMBER & EMAIL ADDRESS

DECLARATION	
<i>Please read each statement and any accompanying information on the Volunteer Application Form. Please tick each checkbox to acknowledge you acceptance of each point (below):</i>	
I am applying for volunteer work with Holy Spirit School.	
I agree to maintain the highest standards of confidentiality with respect to any information obtained during the course of my volunteer work.	
I declare that the information contained in this application is true and correct.	

I understand that I may be required to participate in an informal meeting, and undertake referee checks.	
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| I understand that I will be required to undertake induction and/or service/program training prior to commencing volunteer work at the school/college. |  |

#### CHECKLIST

- You have provided at least 2 referees inc their contact details
- Your WWC card number has been included

SIGNATURE:	Date:
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Current WWC / VIT number (if applicable):
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Volunteer or Employment Card? V / E	Expiry Date:
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