



Our Lady of the Sacred Heart School

Volunteers at OLSH

At Our Lady of the Sacred Heart School we value the support of volunteers. During your child/children's journey through Primary School there are many opportunities to volunteer and support your child and the school.

As part of our commitment to Child Safety, we are required to have stringent policies and procedures in place to protect our students from potential harm. Further to this, all schools are now required by law to follow strict guidelines when enlisting the support of Volunteers in their school.

This pack is designed to assist you with the Volunteer Induction Process.

Thank you for your support, we look forward to working together to continue to build the community upon which we pride ourselves at Our Lady of the Sacred Heart School.

Craig Simpson
Principal

Steps for Volunteer Applications

1. Read ALL documents in this volunteer's pack
2. View/Read all policies and documentation on the OLSH Website – Volunteers
www.olshelmore.catholic.edu.au
3. Watch the online 'Volunteers Induction Video' OR participate in a school-based Volunteers Information Session
4. Complete a Working With Children Check (online application)
www.workingwithchildren.vic.gov.au
5. Read and sign the **OLSH Code of Conduct**, if you have not already done so
6. Complete and sign the **Volunteers Application Form**
7. Complete and sign the **Volunteers Induction Completion Form**
8. Sign the **Responsibilities of Volunteer Form**

Return all signed documents to the office.

Thank you for supporting our school!