



## Child Safeguarding Program

### Volunteers' Responsibilities

A volunteer is a person who works without payment or financial reward for the School. Volunteers may be family members of students, or from the wider School or local community. Volunteers make a considerable contribution to the School community by giving their time and sharing their skills and expertise with others.

In most instances, School governing body members are also considered to be volunteers.

Most Volunteers engaged by the School are engaged in child-connected work within the meaning of Ministerial Order 1359.

### Categories of Volunteer

Our Lady of the Sacred Heart Elmore has identified three categories of Volunteers, based on the level and frequency of their interaction with students. Volunteers' responsibilities and obligations under the Child Safeguarding Program may depend on their category. The categories of Volunteer are:

- Direct Contact Volunteers
- Regular Volunteers
- Casual Volunteers

Refer to Child Safeguarding Program Definitions for an explanation of each of these categories and which Volunteers are engaged in "child-connected work" within the meaning of Ministerial Order

1359.

Where the term “Volunteer” is used, the relevant responsibility or obligation applies to “Direct Contact Volunteers”, “Regular Volunteers” and “Casual Volunteers”. Other responsibilities and obligations specify the category of Volunteer to whom that responsibility or obligation applies.

## Responsibilities and Obligations of Volunteers

**All Volunteers** at the School are responsible for contributing to the safety and protection of students in the School environment.

It is the School’s policy that, irrespective of the degree of contact with students, or the frequency or length of engagement, **all Volunteers** must:

- adhere to the School’s Child Safeguarding Policy, Child Safe Code of Conduct and Staff and Student Professional Boundaries policy
- hold a current WWC clearance
- report child safety concerns to external agencies where required by law.

It is the School’s policy that, in addition to the above, **Direct Contact Volunteers and Regular Volunteers who are engaged in child-connected work** must:

- complete the School’s online Child Safeguarding learning course prior to commencing volunteer work at the School
- acknowledge in writing or online/electronically that they have read and understood the School’s Child Safeguarding Policy and Child Safe Code of Conduct
- be aware and observant of key indicators of child abuse and other harm
- raise any child safety concerns they may have with a Child Safeguarding Officer or the Principal/Responsible person.

Volunteers can direct questions about child safety at the School to a Child Safeguarding Officer.