

VOLUNTEERING PROCESSES 2021-2022 ST PATRICK'S LOCHINVAR

Dear Parents,

Thank you for offering to volunteer at St Patrick's Primary School Lochinvar. Before commencing as a volunteer, there are a number of important requirements that must be met.

1. Read the Volunteers Powerpoint (attached)
2. Read the Volunteers Handbook (attached)
3. Download & print the Volunteers Handbook **OR** Collect a hardcopy from the School Office
4. Complete the Screening Page and return this to St Patrick's
5. Complete the Registration Form, which includes;
 - Volunteer Policy Declaration
 - Code of Conduct Declaration
 - Working with Children Check (WWCC) Clearance (if required*)These documents are returned to St Patrick's and then forwarded by administration staff to HR for verification.
6. Complete the Volunteers Survey-
<https://forms.office.com/Pages/ResponsePage.aspx?id=x2JU50ZySU-2Dkekmo6p1jUOK5tQON5GmM-iUNrDXt9UQzJHUIITOEc3MIg0VFIWS1NQV0IRNEs4Vy4u>
7. Covid 19 – Double Vaccination Certificate to be provided.

Applicants with current WWC clearance can provide a copy, as well as 100 points ID check and will be able if required to go on excursions or if no WWC you will receive an email from **VERIFY NOW**, instructing them to upload the required documentation for a MANDATORY National Coordinated Criminal History Check.

Once verified, the school will be notified that the process is complete, and volunteers are cleared to work. The applicant will also receive email confirmation from the school.

Thank you for generously volunteering your time and talents. We look forward to a productive partnership.

Sincerely,

Jacqueline Wilkinson

Principal