



# VOLUNTEER CHECKLIST & STATEMENT OF RESPONSIBILITY



School	St Benedict's Catholic Primary School
Name	
Eldest Child's Full Name	
Relationship to Child	

Training Requirements (tick when completed)	Completed
<a href="#">Complete the Volunteer Training (Click here for the link to online module)</a>	<input type="checkbox"/> Yes
Return the completed registration form (accessible at the end of training) along with this completed checklist to the school prior to volunteering.	<input type="checkbox"/> Yes
Read the <a href="#">Volunteer Handbook</a>	<input type="checkbox"/> Yes
Read the <a href="#">Volunteer Code of Conduct</a>	<input type="checkbox"/> Yes
Read the <i>Volunteer Statement of Responsibility</i> (pages 3 – 4 of this document)	<input type="checkbox"/> Yes

Screening Requirements		
Please read the <i>Volunteer Screening Requirements</i> in the Volunteer Handbook.		<input type="checkbox"/> Yes
Exemption applies <input type="checkbox"/> Yes	<b>OR</b>	Blue card required <input type="checkbox"/> Yes

General HSW Induction	Provided/ Acknowledged
<b>First Aid Procedures</b> – Report any injuries to your supervising teacher and seek first aid if required.	<input type="checkbox"/> Yes
<b>Location of First Aid Rooms/Kit, Names of First Aid Officer(s)</b> – Health Room is located at Student Services. First Aid Kit with Emergency Medication is available in the First Aid room in the administration building. Primary First Aid Officer – Keryn Preston.	<input type="checkbox"/> Yes
Hazard Reporting, Incident and near miss reporting procedures – WSS Incident Injury Form if required	<input type="checkbox"/> Yes
<b>Risk Management</b> – Follow any Risk assessments, Safe work practices, Safe operating procedures, Safe work instructions applicable to your volunteering work and Fact Sheets	<input type="checkbox"/> Yes
<b>In an Emergency</b> – Follow the instructions of the staff member you are assigned to.	<input type="checkbox"/> Yes
<b>General Information</b> – Staff Amenities – Located in the Administration Building. Adults are not permitted to use the student toilets.	<input type="checkbox"/> Yes



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Job Specific Induction (tick when completed if applicable)	Completed
Tuckshop or Cafe Volunteer has been provided with food safety training before commencing volunteer activities in the tuckshop/cafe.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Tuckshop Coordinator	Name:
	Signature:

Completed forms to be returned to the School Office are:	Completed
Volunteer Checklist	<input type="checkbox"/> Yes
Volunteer Registration and Declaration Form	<input type="checkbox"/> Yes

Signatures	
<b>Volunteer</b> – I have completed all identified training and understand the HSW induction and Statement of Responsibility applicable to my appointment.	Signature:
	Date:
<b>Principal/Manager or delegate</b> – The volunteer has completed Volunteer training and HSW induction and has acknowledged the Statement of Responsibility.	Signature:
	Date:
	Name:
	Position:



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## Volunteer Purpose Statement

Volunteers make a highly valuable contribution to our school community, and we aim to provide our volunteers with meaningful opportunities to contribute to the life of the school.

## Purpose of Position

The purpose of a services-based volunteer is to assist the school community in a variety of activities.

## Activities

### FOOD PREPARATION

Under the direction of the relevant staff member, undertake tasks such as:

- Preparation of food items for consumption by students and staff
- Collation of student and staff orders
- Cleaning of designated areas
- Sale of goods to students and staff
- Counting and unpacking of stock

### CLASSROOM SUPPORT

Under the direction of the classroom teacher undertake tasks such as:

- supporting students, either individually or in groups, to engage with classroom learning experiences.
- preparing and clearing way learning materials.
- producing printed materials to support student learning, which may include copying, collating, stapling, binding, folding, cutting and laminating.

### CO-CURRICULAR ACTIVITIES

Under the direction of the relevant staff member undertake tasks such as:

- Providing instruction in a particular activity.
- Maintaining safe practices in respect of the activity.
- Supporting students, either individually or in groups, to engage with the activity.

### EXCURSION/INCURSION VOLUNTEER

Under the direction of the relevant staff member undertake tasks such as:

- Guiding and monitoring students in transit to the incursion/excursion experience.
- Supporting students, either individually or in groups, to engage with the incursion/excursion experience.
- Preparing and clearing away materials in support of the incursion/excursion experience.



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### BEST MEMBER/VOLUNTEER

Support the development of a community of parents, teachers and students that reflect the school's vision and values.

- Work closely with members of the school to achieve common goals.
- Act as a liaison between the wider school community and key members of the school.
- Support a high level of social and educational interaction between home and school, parents/carers and school staff.
- Encourage active participation and personal involvement by parents in school programs.

### Volunteer Safeguarding Responsibilities

All volunteers must adhere to the Brisbane Catholic Education [Volunteer Code of Conduct](#) and the following standards of conduct during their engagement as a volunteer.

#### DO

- Promote the best interests and human rights of children and young people.
- Treat all children and young people with dignity and respect.
- Respect the diverse backgrounds, characteristics and beliefs of children and young people.
- Create environments that are inclusive and culturally safe for all children and young people.
- Listen and respond to the views and concerns of children and young people.
- Maintain proper personal and professional boundaries with children and young people.
- Respect and protect the privacy of children and young people.
- Actively manage risks for the safety and well-being of children and young people.
- Promptly report all abuse concerns, disclosures, complaints and incidents.
- Take prompt action to ensure the safety of children and young people who may be at risk of abuse.

#### DO NOT

- Have unnecessary or unauthorised physical contact with a child or young person.
- Have unnecessary or unauthorised one-on-one contact with a child or young person (including online).
- Be excessively familiar or develop a 'special relationship' with a child or young person.
- Use abusive, obscene or sexual language towards or in the presence of a child or young person.
- Show a child or young person sexual or pornographic images.
- Interact with children or young people while under the influence of liquor or drugs.
- Unlawfully supply a child or young person with liquor or drugs.
- Unlawfully disclose personal or sensitive information about a child or young person.
- Take or share images of a child or young person without full and proper consent.
- Unlawfully discriminate against a child or young person.

### Working with Children Check Requirements

All volunteers are required to hold a valid Working with Children Card (Positive Notice blue card), unless they are [exempt](#).