



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
Complete the Volunteer Training (Click here for the link to online module)	☐ Yes
Return the completed registration form (accessible at the end of training) along with this completed checklist to the school prior to volunteering.	☐ Yes
Read the Volunteer Handbook	☐ Yes
Read the Volunteer Code of Conduct	☐ Yes
Read the <i>Volunteer Statement of Responsibility</i> (pages 3 – 4 of this document)	☐ Yes

Screening Requirements	
Please read the <i>Volunteer Screening Requirements</i> in the Volunteer Handbook.	☐ Yes
Exemption applies ☐ Yes	OR Blue card required ☐ Yes

General HSW Induction	Provided/ Acknowledged
First Aid Procedures – Report any injuries to your supervising teacher and seek first aid if required.	☐ Yes
Location of First Aid Rooms/Kit, Names of First Aid Officer(s) – 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.	☐ Yes
Hazard Reporting, Incident and near miss reporting procedures – WSS Incident Injury Form if required	☐ Yes
Risk Management – Follow any Risk assessments, Safe work practices, Safe operating procedures, Safe work instructions applicable to your volunteering work and Fact Sheets	☐ Yes
In an Emergency – Follow the instructions of the staff member you are assigned to.	☐ Yes
General Information – Staff Amenities – Located in the Administration Building. Adults are not permitted to use the student toilets.	☐ 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.	☐ Yes ☐ N/A

Tuckshop Coordinator	Name:
	Signature:

Completed forms to be returned to the School Office are:	Completed
Volunteer Checklist	☐ Yes
Volunteer Registration and Declaration Form	☐ Yes

Signatures	
Volunteer – I have completed all identified training and understand the HSW induction and Statement of Responsibility applicable to my appointment.	Signature:
	Date:
Principal/Manager or delegate – 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 away 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.

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](#).