



ROSTREVOR
COLLEGE

Volunteer Application Pack

HIS ROSTREVOR

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Introduction

Thank you for your interest in being a volunteer with Rostrevor College.

At Rostrevor College, we value the importance of our dedicated volunteers who generously give of their time to undertake many roles within the College. Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Volunteering helps provide quality care and education to our children and young people and supports Catholic schools to promote values drawn from the Catholic tradition of faith, in order to prepare students for more active participating in the world. It is important that your involvement and participation is rewarding and a mutually beneficial experience.

We have put together this application package to assist you in applying to be a volunteer with the College. If accepted as a volunteer, you will be provided with our Volunteer Handbook and may be required to undertake Induction training prior to commencement of your volunteering service.

Why volunteer?

Whilst volunteers provide tremendous support to the school community, the very act of volunteering can also greatly benefit individuals who choose to volunteer.

Volunteering is an opportunity to give back to the community, to develop new skills, meet new people and build long lasting relationships.

Volunteering will enable you to:

- contribute to a community service
- broaden your skills
- meet people, make friends and be actively involved in the school community
- build personal confidence and self-esteem
- gain a sense of satisfaction, knowing that you have made a positive difference to the lives of others.

What are the volunteer roles at the College?

There are many ways to be involved at Rostrevor College. Volunteering opportunities include but are not limited to:

Classroom Support	Inclusive Education Support	Ideas Centre
<ul style="list-style-type: none"> • hearing children read • accompanying excursions • attending camps • class activities 	<ul style="list-style-type: none"> • administrative tasks • assisting Education Support Staff 	<ul style="list-style-type: none"> • administrative tasks • covering, repairing and re-shelving books • assisting Junior classes in borrowing books • assisting teachers
Excursions	Co-Curricular Activities	Other
<ul style="list-style-type: none"> • assist with supervision 	<ul style="list-style-type: none"> • coaching • linesman • umpire • scorers/officials 	<ul style="list-style-type: none"> • membership of the College Advisory Council and Committees • assisting with theatre and musical productions • canteen/barbeque/afternoon tea duty

Please also see the **Volunteer Handbook**.

What are the requirements to volunteer with Rostrevor College?

Read this Application Pack and also the Rostrevor College Volunteer Handbook. The next steps are outlined below:

Complete the Volunteer Details Form (contained in this Pack)

Apply for a Working with Children Check (no fee for volunteers): <https://screening.sa.gov.au/> ¹

Complete the Volunteer RRHAN-EC training called “Responding to Risks of Harm, Abuse and Neglect – Education and Care”: <https://www.plink.sa.edu.au/>

Provide the following documents to the College via email to your site supervisor

Volunteer Details Form

WWCC email received from the Department of Human Services ²

RRHAN-EC Training Certificate of Completion

I have submitted my paperwork, what happens next?

The College provides your WWCC email and contact details to the Catholic Archdiocese of Adelaide’s Screening and Verification Authority (SAVA). SAVA will confirm your WWCC and will issue you with a Catholic Clearance card. This card will assist you if you would like to volunteer in any other Catholic locations.

The College is also required to undertake a separate on-line screening process with Catholic Education South Australia (CESA). This involves the College submitting your name and role applied for to the CESA database. You do not need to take any action, this will be done by the College.

Once these processes are complete, you will receive a ‘Welcome email’ that will confirm your volunteering status and also advise of any additional training you may need to undertake.

You will also be contacted by your staff supervisor to discuss any induction matters specific to your role.

¹ If you already have a Catholic Clearance from the Catholic Archdiocese of Adelaide, you do not need to obtain a new Working with Children Check

² Or a copy of your Catholic Clearance card if you have one



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VOLUNTEER DETAILS FORM

Personal Details

Title (Miss, Ms, Mrs, Mr, Dr) _____ Surname/Family Name _____

Given Name(s) _____ Former Name(s) _____ *please ensure your FULL name is included*

Email _____ Contact Number _____

Date of Birth *(optional)* _____ Address _____

Medical / Emergency Information

Do you have any psychological or medical conditions that might affect your ability to volunteer?
Or anything we need to know in case of an emergency, e.g., diabetes, severe food allergy, asthma, epilepsy? If yes, please detail below.

Yes No

Are you aware of any medical condition that you have that could result in a medical emergency?
If yes, please provide details of possible emergency and how to recognise it.

Yes No

Known Emergency Treatment:

Emergency Contact Name _____

Emergency Contact Number _____

Relationship _____

In case of an emergency, and in the event that I am unable to give consent at the time, I give the College permission to use their judgement in obtaining any medical attention which they may consider necessary.

Signed _____ Date _____

Volunteer Identification, Certification & Clearance

It is a requirement of Catholic Education SA that all regular volunteers and those attending excursions, home visits or overnight stays must hold a current Working with Children Clearance (DHS Child Related)

I have previously supplied my clearance to Rostrevor College

I will present my original clearance for sighting

I do not have a current clearance and would like to receive information about how to apply

ID Type (e.g. driver's licence) _____ ID number _____

First Aid Certificate (Include Expiry Date) _____

Child Safe Environment/RAN Certificate (Include Expiry Date) _____

If you are currently a Registered Teacher, please provide Teacher Registration No. _____



Declaration - Confidential

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | |
|--|-----|----|
| 1. Have you ever been investigated, charged or arrested, reported for or pleaded or found guilty of any criminal offence? (Tick "No" where an expiation notice was only received) | Yes | No |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned from any employment or volunteer role in response to, or following allegations of improper or unprofessional conduct in the workplace? | Yes | No |
| 3. Have you ever or are you currently the subject of an investigation or any other process relating to misconduct by you as a volunteer or an employee? | Yes | No |
| 4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing care? | Yes | No |
| 5. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Director (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Principal /Director (or their delegates) and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to commencement date.

Further Information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining a volunteer. The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and you will notify the Principal should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations. Please provide this completed declaration form to the centre, preschool or School/College you want to volunteer at. They may contact you and arrange an interview or an informal conversation.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

- I agree to take all reasonable steps to protect my own health and safety and that of others while on College property and/or while undertaking duties for the College.
- I acknowledge that I have read the 'Rostrevor College WHS Induction for Volunteers' PowerPoint requirements (as outlined on the College website Volunteer Requirements page) and have understood the contents thereof.
- Please contact the College 8364 8200 or roscoll@rostrevor.sa.edu.au if you have any concerns or need to report any hazards or safety issues.
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the College.
- I declare that I have answered this form truthfully. I understand that any false or misleading information I provide will result in me not being considered for volunteer work or may result in the termination of my services.
- I acknowledge that this completed form will be kept on file at the College.

Signed _____ Date _____



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VOLUNTEER DETAILS FORM

Personal Information

Are you a parent/caregiver or guardian of current child at Rostrevor College?

Yes

No

Please give details:

Your area of involvement within the College:

Please indicate in which area(s) you will be volunteering:

Fundraising

Classroom Support

Camps

Other

College Event

Co-Curricular Support

Excursions

Name of Rostrevor College Staff Member you are associating with _____

Activity or program associating with _____

Volunteer Agreement

- As a Volunteer at Rostrevor College, I confirm that I have read the 'EREA Code of Conduct', 'Protective Practices Guidelines' and 'Volunteer Position Description' documents located on the College website and undertake to adhere to the requirements in these documents.
- I have also read and understood the 'Rostrevor College WHS Induction for Volunteers' PowerPoint presentation located on the College website (Volunteer Requirements page).
- I understand that the College's responsibility for the safety of its students cannot be compromised or neglected at any time and that, as a volunteer, I share this responsibility and must act at all times in the best interest of the students.
- I fully support the College's commitment to the safety and welfare of its students and acknowledge, accept and abide by the expectations outlined to me as a volunteer.
- I also acknowledge that any actions on my part that contravene these expectations would leave the College with no alternative other than to terminate my volunteer association with the College.
- I give permission for the College to keep a copy of my Catholic Clearance letter/card on file at the College.

The information you provide will be treated sensitively and confidentiality according to the State Records Act 1997 and the Information Privacy Principles Instruction.

Photo Consent (Permission to use image, video and voice of Volunteers)

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to Rostrevor College, to use my image in its publications, advertising or other media activities (including the Internet).

This consent includes, but is not limited to:

Full Consent - internal, external & promotional use

Partial Consent - internal & external use

Limited Consent - internal use

I understand that permission (including previously granted consent) will continue until it is revoked in writing. I understand that this consent form grants Rostrevor College to use the media under the Creative Commons Non-Commercial Licensing.

- Internally including secure intranets and platforms, newsletters, year books, internal publications etc
- Externally including public websites, social media, print publications, recognised traditional media (broadcast, online, print) etc
- Promotionally including advertising and marketing materials etc

Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

Privacy Collection Notice – how we use your information

1. Rostrevor College collects personal information, including sensitive information about volunteers before and during the course of their engagement with the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to potentially engage your services and facilitate and administer your involvement with the College.
2. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to enrolled students.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
4. In order to consider your suitability as a volunteer and to facilitate and manage your relationship with College, you consent to our collecting personal information about you from recruitment agencies, law enforcement agencies for criminal checks and working with children checks, educational institutions to verify your qualifications, and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.
5. The personal information we collect about you will be stored securely in a recruitment record. If you become a volunteer then an appropriate record will be created and the personal information we have collected about you will be stored in this file. We will hold this information for the agreed duration of the volunteer work.
6. If after the recruitment process you are not engaged as a volunteer by the College the information stored in your recruitment record will be stored for 12 months unless you advise us to destroy it at an earlier time.
7. After the completion of your volunteer work, or after 5 years have elapsed from the date the College decided not to engage you as a volunteer the College will take reasonable steps to destroy or deidentify your personal information.
8. The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - government departments;
 - third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
 - medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
 - people providing administrative and financial services to the College;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

9. Failure to provide this information will present an unacceptable risk to the College and we may not proceed with our relationship with you.
10. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. EREA's Privacy Policy contains further information about its use of cloud and other third-party service providers and any of their overseas locations.
11. The EREA Privacy Policy is accessible via the College website or from the College office. The policy sets out how volunteers may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care obligations. Any refusal will be notified in writing with reasons if appropriate.
12. The EREA Privacy Policy also sets out how volunteers can make a complaint about a breach of the APPs and how the complaint will be handled.
13. The College will obtain your consent prior to including photographs or videos or other identifying material of you in our promotional material or otherwise making this material available to the public, such as on the internet. The College will obtain your consent prior to including your personal information on class lists or College directories.
14. If you provide the College with the personal information of others, such as other family members, doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why, that they can request access to and correction of that information if they wish and to also refer them to the EREA Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects and complaints it receives.



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