“This is what God asks of you only this
To act justly,
To love tenderly,
And walk humbly with your God”

Micah 6:8
Volunteer Induction Policy
MISSION STATEMENT

At Mary MacKillop Memorial School we, the parents, students and staff are committed to continuing the vision of our founders, Mary MacKillop and Julian Tenison Woods. We value and endeavour to provide an education of excellence and care in a family environment, being accessible to all while upholding the Catholic tradition based on the philosophy “In Omnibus Caritas” … In all things love and kindness.

RATIONALE

At Mary MacKillop Memorial School we aim to provide the best possible holistic education for our students in partnership with their families and the Parish community.

In order to provide a variety of programs to suit the varied needs of students, we invite volunteers to work in the school to enrich and extend the learning opportunities offered within the school curriculum.

Mary MacKillop Memorial School is privileged to have many willing volunteers who readily share their gifts with the school community.

To honour the efforts of our volunteers in offering their time and expertise, we provide induction and training opportunities to ensure best possible outcomes for volunteers and safety and success for our students.

AIMS

• To inform and prepare Volunteers for success at Mary MacKillop Memorial School and to promote the care and well being of all members of our school community.

• To enable volunteers to familiarize themselves with the pastoral, safety and legal information required for volunteers to work successfully at Mary MacKillop Memorial School.

• To provide volunteers with successful strategies for working with all members of the school community.

• To inform volunteers of the school’s responsibilities to all members of the school community and the legal and pastoral responsibilities of people who access the Mary MacKillop Memorial School site.

• To provide a safe school environment, which ensures that children are protected.
• To ensure Volunteers understand the definitions of child abuse and neglect and carry out their legal obligations, responsibilities and correct procedures when notifying suspicion of child abuse and neglect.

• To support Volunteers directly involved with the handling of disclosure and notification.

• To promote models of behaviour between Volunteers and children based on mutual respect and consideration.

• To ensure that student management practice respects the dignity of children.

• To provide families with information about and opportunities to participate in the protection and abuse prevention curriculum.

• To ensure appropriate confidentiality of information children in cases of suspected abuse or neglect.

POLICY GUIDELINES

Mary MacKillop Memorial School Volunteers attend an Induction and Training session and undergo a Catholic Police Screening Process before commencing their volunteer work at the school. Screening is carried out through the Police Check Unit, from the Diocesan Professional Standards Centre.

Every volunteer for Mary MacKillop Memorial School, in keeping with child protection laws and policies of the Archdiocese of Adelaide, before working with the children must have a Police Check and letter of authorisation through the Police Check Unit of the Profession Standards Office, Archdiocese of Adelaide.

Every registered volunteer is presented with a Registered Volunteers Badge bearing his or her name. These badges must be worn when the volunteer is on site.

The Principal is responsible for the Induction and Training of volunteers.

All Volunteers are registered on the school database. The database is generated and maintained by the School Secretary.

The Induction and Training programme is a PowerPoint presentation which includes information on Duty of Care, Working with Children, Confidentiality, Protective Practices for Volunteers, Personal Responsibility, Occupational Health Safety and Welfare, ICT Usage and Mandatory Notification. Specialist information on Canteens and Sports Coaching are also included.

These Induction Sessions are offered in the day and evening at the beginning of each year and as required at other times throughout the year.
RESOURCES

- The SACCS Child Protection Policy (2000) is available on the CEO website.
- Mary MacKillop Memorial School OHS&W Policy.
- Mary MacKillop Memorial School Child Protection Policy.
- Mary MacKillop Memorial School Excursions, Outdoor Education and Sports Policy.
- SACCS Child Protection Policy.
- Child Protection Interagency Guidelines.
- Interview of Students.
- Towards Healing.
- National Safe Schools Frame Work.
- Mary MacKillop Memorial School Personal Responsibility Policy.

Reviewed & Ratified by Mary MacKillop Memorial School Board on 09/09/08

Implementation 2009

Policy Review Date 2011