

# Volunteers Induction Pack



## Help for non-English speakers

If you need help to understand the information in this pack, please contact Wooranna Park Primary School via phone (03) 9795 2007 or email [wooranna.park.ps@education.vic.gov.au](mailto:wooranna.park.ps@education.vic.gov.au).

<p><b>Purpose</b></p>	<p>Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Wooranna Park Primary School’s volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students. Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.</p>
<p><b>Key Messages</b></p>	<p>Wooranna Park Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.</p> <p>We are committed to creating inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.</p> <p>Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.</p> <p>We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.</p> <p>Everyone has a role to ensure children are safe – if something doesn’t feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South East Victoria Regional Office of the Department of Education and Training on 1300 338 691.</p>
<p><b>Induction Material</b></p>	<p>This induction pack contains the following documents that all new volunteers <u>must read</u> and familiarise themselves with. Please click on the hyperlink to access each document. If you would prefer a hard copy of this pack, please contact the administration team in the office who will happily provide you with one.</p> <p>Local policies located on the <a href="#">Wooranna Park Primary School website</a>:</p> <ul style="list-style-type: none"> <li>• Child Safety and Wellbeing</li> <li>• Child Safety Code of Conduct</li> <li>• Child Safety Responding and Reporting Obligations</li> <li>• Statement of Values and School Philosophy</li> <li>• Volunteers</li> </ul> <ul style="list-style-type: none"> <li>• <a href="#">Child Safe Standards Training PowerPoint slides for Volunteers</a></li> <li>• <a href="#">PROTECT-Four Critical Actions</a></li> <li>• <a href="#">PROTECT-Identify Child Abuse</a></li> </ul> <p>Once you have read these documents please sign off on this induction via this form: <a href="https://forms.gle/SDFjz2Q7BTPLhFt17">https://forms.gle/SDFjz2Q7BTPLhFt17</a></p>

**Contact**

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact our principal or the assistant principal who has Child Safety Standards in their portfolio with any comments or questions.