

Volunteering at St Michael's School



Volunteers are an important part of the St Michael's school culture and play a crucial role in supporting student learning and in building a positive and connected school community.

What does a volunteer do?

Volunteers can perform many duties, for example:

- ◇ Attending excursions
- ◇ Hearing children read
- ◇ Assisting with craft activities
- ◇ Coordinating or supporting school P&F functions
- ◇ Serving on the School Council

How can you become a volunteer?

St Michael's encourages all parents to become approved volunteers. In order to comply with the child protection legislation and maintain best practice in regard to engaging volunteers in our school, there are 3 things that you need to do to become an approved volunteer.

The steps to becoming an approved volunteer are as follows:

1. Obtain a **Working with Children Check** (valid for 5 years). You can either initiate this yourself or contact the school office with your full name, date of birth and email address, and we will initiate it for you.
2. Complete **Responding to Abuse and Neglect** training. Simply visit <https://www.plink.sa.edu.au/pages/si>

[gnup.jsf](#) , choose 'Volunteer' from the first drop down list and upon completion, download your certificate and bring it in or email it to us.

3. The Lutheran Church requires all staff and volunteers to complete a '**valuing safe communities**' online course. This course can be found at <http://vscvolandrs.lutheran.edu.au> A certificate will be generated upon completion.

Once you become an approved volunteer, this will be recorded on our data base and you will receive a name badge and lanyard so that the school staff know that you are approved for all volunteer duties.

What are the responsibilities of a volunteer at St Michael's School?

Volunteers must support the values, policies and procedures of the school which means:

- ◇ Signing in at the office
- ◇ collecting and wearing your approved volunteer lanyard.
- ◇ Following the instructions of the supervising teacher or staff member
- ◇ Following school policies and procedures
- ◇ Not working unsupervised with children
- ◇ Not disclosing information about the student, you have worked with to anyone other than the teacher.