

# INFORMATION SHEET

## Volunteering



### Information about Visitors and Volunteers at SPW

St Peter's Woodlands encourages and welcomes parents and friends to be part of our activities. SPW Volunteers help in a variety of ways including in classrooms, in the Library, on PFA events, on excursions, and in the Canteen. We value highly, and are grateful for, your participation in these aspects of your children's education.

If you are visiting our School, we ask that you call into the Front Office where you need to sign in on the iPad at Front Office and collect the appropriate lanyard/badge before proceeding on with your business. This procedure enables us to ensure the safety of children at all times by identifying legitimate visitors to our School. Also, your presence here is recorded for your safety should an emergency arise. Please sign out and return the lanyard when you leave the school site.

The School has a Volunteer Policy which can be read in full by visiting the Policies and Procedures page of the SPW website (<https://www.spw.sa.edu.au/about/policies-and-procedures/>).

Volunteers at SPW are required to follow these steps:

1. Read the Volunteer Handbook
2. Complete a Volunteer Agreement Form relating to qualifications and experience and including names of referees
3. Complete a Working With Children Screening Check (WWCC)
4. Undertake an online child protection training course (Responding to Abuse & Neglect)

Volunteers will be assessed for their suitability to work at the School by the Principal/Nominee. This assessment is made in relation to the skills and contributions being offered and only after verification of the person's good character. The Principal/Nominee's decision in determining eligibility to work as a volunteer at St. Peter's Woodlands Grammar School is final.

Completing the volunteer registration process may take some weeks due to the WWCC requirement, so we encourage parents/caregivers who are interested in volunteering to start the registration process early.

To become a volunteer, visit the Front Office for a Volunteer Handbook and Volunteer Agreement form, or download these from the SPW website (<https://www.spw.sa.edu.au/parents/volunteering/>).