



CGPS VOLUNTEER INDUCTION PACK

2023

Dear Families,

At Carlton Gardens Primary School, we welcome volunteers to work with us to support in the education of our students as well as working with us to maintain and promote the safety of our students.

To ensure our students' safety and privacy are maintained, we require all volunteers to complete, sign and return our 'Volunteer Agreement' form to the school office.

The 'CGPS Volunteer Agreement' includes links to our '**Victoria's Child Safe Standards: CGPS Volunteer Training**' video and our '**CGPS Classroom Volunteers Induction**' video. You will also find links to the school's policies and procedures that need to be read before commencing volunteer work at CGPS. And lastly you will find a link to apply for a Working With Children's Check – which is a requirement if you want to volunteer.

When returning your signed copy of the 'CGPS Volunteer Agreement' to the school office please also return the 'CGPS Volunteer Expression of Interest' form. This form will allow you to indicate the type of volunteer work you would like to be involved in. If you indicate that you would like to help within the classroom you will receive further information from your child's class teacher when they have arranged a 'Classroom Volunteer' schedule.

It is also important to note that we value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact our Assistant Principal or our Principal, with any comments or questions.

Thank you,

Trish Glover
Leading Teaching



CGPS Volunteer Agreement

- I have viewed the ['Victoria's Child Safe Standards: CGPS Volunteer Training'](#) video.
- If I am helping in the classroom, I have viewed [CGPS Classroom Volunteers Induction](#) video.
- I have read the following policies:
 - [CGPS Privacy policy](#)
 - [Child Safety and Wellbeing policy](#)
 - [Child Safety Code of Conduct](#)
 - [Volunteer policy](#)
 - [Child Safety Responding and Reporting Obligations policy and procedures](#)
- I have provided a copy of my [Working With Children's Check](#) to the school office.

I agree to comply with the guidelines set out in the training videos and the school policies.

Signature: _____ **Date:** _____

*Carlton Gardens Primary School must have received the signed Volunteer Agreement along with a copy of the **Working With Children's Check**, prior to commencing any voluntary work within the school and classrooms.*

KEY MESSAGES

- *Carlton Gardens Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.*
- *We are committed to creating an inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.*
- *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.*
- *We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.*
- *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 an Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South Western Regional Office of the Department of Education and Training on 1300 338 691.*



CGPS VOLUNTEER *EXPRESSION OF INTEREST*

Volunteer's Name:

Child's Name + Class:

—

—

—

Please tick all volunteer work you would like to be involved in. If you select 'Classroom Volunteers' you will receive further information regarding scheduling from your child's class teacher.

Classroom Volunteers

- In the classroom
- Resource making at home/at school
- Special Guest
 - Specialty

Supervision Volunteers

- Museum Visits
- Swimming Program
- School Events – Athletics Day, School Concert, Art Show etc.
- Year Level Excursions
- Lunchtime in the Park

Fundraising Events

- Mother's Day/Father's Day/Special Person's Day or other events.

Please use the space below to record anything else you need us to know: