



# Volunteer Induction Procedure

Thank you for your willingness to become a volunteer at St John the Apostle School. Volunteers play an important part in the education of children and young people in partnership with the staff at the school.

As part of our extended community, and to support our commitment to the protection of care of all children and young people and the safety of staff, all volunteers are required to complete the following requirements:

- CESA Volunteer Application Package
- CESA Volunteer Declaration Form
- Online Responding to Abuse and Neglect Training for Volunteers
- Hold a current Catholic Police Clearance or DCSI Working with Children Clearance

The schools policy in regards to completing the required documentation is as follows:

## Step 1

- Complete the Volunteer's Application Package and Declaration Form

## Step 2

- Complete the Responding to Abuse and Neglect for Volunteers Training at the following link <https://www.plink.sa.edu.au>
- Print off your completion certificate

## Step 3

- Bring in your completed Volunteer' Application Package and Declaration Form and Responding to Abuse and Neglect Training Certificate in to the school office

## Step 4

- Complete the Police Check Unit Initiation Check Request Form and bring into the school office with your 100 points ID for processing. Please note that processing will not be carried out until steps 1 – 3 have been completed

## Step 5

- Once all of these steps are finalised you will receive notification that you can commence volunteering at St John the Apostle School

**NOTE:** You will not be eligible to volunteer in any capacity until all of these steps are completed