



Southern Cross Primary School

Child Safety Induction Pack – Volunteers

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Southern Cross Primary School 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.

Key messages

- Southern Cross 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 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 Assistant Principal, if the Assistant Principal is not available, contact the Principal. If this would not be appropriate in the circumstances, you can contact the South East Regional Office of the Department of Education and Training on 1300 338 691.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read / watch and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Southern Cross Primary School Volunteers Policy
- Southern Cross Primary School Child Safety and Wellbeing Policy
- Southern Cross Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Southern Cross Primary School Child Safety Code of Conduct
- Southern Cross Primary School Volunteer Induction Video – Child Safe
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the Assistant Principal with any comments or questions.



Southern Cross Primar School

Volunteer Induction

I have:	Please Tick
Provided a copy of my Working with Children's Check to the Business Manager	
I have completed the SCPS Induction	
Watched the SCPS Volunteer Induction Video	
Familiarised myself with the Volunteers Policy	
Familiarised myself with the Child Safety and Wellbeing Policy	
Familiarised myself with the Child Safe Code of Conduct	
Familiarised myself with the Procedures for responding to incidents, disclosures and suspicions of child abuse	

I understand that I must complete the SCPS OHS and Child Safety Briefings annually whilst volunteering at the school.

I will abide by the SCPS policies and procedures whilst volunteering at Southern Cross Primary School.

Signed: _____ Date: _____