



# LUTHERAN SCHOOL WAGGA WAGGA

## WORKING WITH CHILDREN

### VOLUNTEERS AND VISITORS REQUIREMENTS AND DECLARATION

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*Thank you for offering to assist in our school. The statement below outlines our school's requirements of volunteers and visiting teachers (e.g. music). Please read the statement carefully, sign the 'acknowledgement' section and return this form to the school.*

Lutheran School Wagga Wagga appreciates and values the contribution made by volunteers and visitors to our school. They add significantly to the activities of the school through their involvement and assistance with classroom activities, excursions and camps, special events, sporting teams, canteen, and services such as music and drama tuition.

Volunteers will be sought formally through newsletters, written invitations and personal approaches. The decision to involve volunteers in a school activity will be the responsibility of the staff member in charge of the activity in association with the Principal. Visiting teachers provide lessons to students at the invitation of the Principal.

All volunteers and visiting teachers are required to carry out tasks in a manner consistent with school expectations including maintenance of a safe, cooperative and professional environment. Confidentiality is to be maintained at all times.

Volunteers are required to work under the direction of the school staff member in charge of the activity and to follow all reasonable directions given by the staff member. In return, they can expect to be treated respectfully and not be required to carry out any tasks with which they feel uncomfortable. Volunteers can also expect to be provided with clear instructions and support to help them carry out their tasks.

Visiting teachers are required to work in consultation with the Principal and/or Deputy Principal.

#### **Child Safety**

Lutheran School Wagga Wagga is committed to the safety and well-being of all children and young people who use its services. Volunteers and visiting teachers, together with school staff, are required to ensure that their behaviour towards, and relationship with, students reflect proper professional standards of care for students and are not unlawful.

All volunteers and visiting teachers working with children in our school are required to **either have** a current Working With Children number (from the Office of the Children's Guardian) **or sign** a Working with Children Volunteer/Visitor Declaration. They are also required to complete the online Valuing Safe Communities module from Lutheran Education Australia.

#### **Procedures**

1. Volunteers and visitors working with children are to complete this form (including the necessary documents) and complete the online Valuing Safe Communities module prior to working in the school.
2. Volunteers and visitors are required to sign in and out at the school office.
3. Individuals are required to wear a 'visitors' lanyard (obtained at the school office when signing in and returned when signing out) while they are assisting with school activities.
4. Volunteers are to meet with the staff member in charge before commencing the activity.
5. Any disciplinary action is the responsibility of school staff. Volunteers and visitors are to make staff aware immediately of any inappropriate student behaviour.
6. In the event of an evacuation (evacuation siren), volunteers and visitors are to follow the directions of staff and move to, and assemble at, the centre of the school oval unless directed otherwise.
7. In the event of a lock down (spoken message), volunteers and visitors are to move to the closest school building and secure themselves inside.
8. If an individual requires first aid treatment, they are to report to the school office. Any injuries are to be reported to the Business Manager.
9. Volunteers and visitors should talk with the Principal, or Deputy, about any school related concerns.

**VOLUNTEER / VISITOR ACKNOWLEDGEMENT**

I have received a copy of the 'Volunteers and Visitors' statement from Lutheran School Wagga Wagga. I have read the statement and understand its contents.

I have completed the online Valuing Safe Communities Module and attached the certificate of completion.

I have a current Working with Children number - No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Or  
I have completed a Working with Children - Volunteer/Visitor Declaration which is below.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_

**CHILDREN VOLUNTEER/VISITOR DECLARATION**

*(Please complete if you do not have a current WWC number)*

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Residential address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Phone contact: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male  Female

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child related employment, or to sign this declaration. A prohibited person is a person who is convicted of the following (whether NSW or elsewhere);

- Murder of a child;
- Serious sex offence, including carnal knowledge;
- Child related personal violence offence (an offence committed by an adult involving intentionally wounding or causing grievous bodily harm to a child);
- Indecency offences punishable by imprisonment of 12 months or more;
- Kidnapping (unless the offender is or has been the child's parent or carer);
- Offences connected with child prostitution;
- Possession, distribution or publication of child pornography; or
- Attempt, conspiracy or incitement to commit the above offences.

A prohibited person includes a Registrable person under the Child Protection (Offenders Registration) Act 2000.

A conviction includes a finding that the charge for an offence is proven, or that a person is guilty of an offence, even though the court does not proceed to a conviction.

**Declaration**

I have read and understood the information above about prohibited persons.

I declare that I am not a prohibited person under the Child Protection (Working With Children Act) 2012.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:**

Attachments provided:

Received date stamp:

VSC Certificate       WWC No.       WWC Declaration