

CONFIDENTIAL

Volunteer application form

Your personal details

OFFICE USE ONLY	
Entered RAN in EDSAS:	__ / __ / 20 __
Entered WWCC in EDSAS:	__ / __ / 20 __
Launched WWCC on:	__ / __ / 20 __
Relaunched WWCC on:	__ / __ / 20 __

Are you a parent or guardian of a child at this location? Yes No

Given name:		Family name:		
Home address:		Date of birth:	__ / __ / ____	
		Female / male / gender of choice:		
Postal address: <i>Same as above</i> <input type="checkbox"/>		Home phone:		
		Mobile:		
Email address:				
Emergency contact name:		Emergency contact phone:		
Emergency Contact address:		Emergency Contact Relationship (e.g. sister)		
Student at the school and relation (e.g. mother):				
<p>Do you have any psychological or medical conditions that might affect your ability to volunteer? Or anything we need to know in case of an emergency?</p> <p>For example: diabetes, severe food allergy, asthma, epilepsy Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes please give details below and discuss at your interview.)</p> <hr/> <hr/>				
<p>Do you need any special assistance because of a disability? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(If yes please give details below and discuss at your interview.)</p>				
Areas of Interest (please tick):				
<input type="checkbox"/>	Camps (overnight requires a WWCC)	<input type="checkbox"/>	Resource Centre	
<input type="checkbox"/>	Classroom support	<input type="checkbox"/>	Sports Coach / Coordinator (requires a WWCC)	
<input type="checkbox"/>	Excursions	<input type="checkbox"/>	Transporting students to events	
<input type="checkbox"/>	Garden Club	<input type="checkbox"/>	Other (please specify):	
<input type="checkbox"/>	Governing Council			
Days available (please circle):				
Monday	Tuesday	Wednesday	Thursday	Friday

Screening

Volunteering with us might mean that you need a relevant history screening.

You understand that if a screening is needed you will not be able to start volunteering until a clearance has been received.

Yes

No

Volunteer declaration – confidential

To make sure we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, you can talk to a site leader about it.

Have you ever been investigated, arrested, reported for or pleaded or found guilty of any criminal offence including any traffic offences (not including parking infringements)?

Yes

No

Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?

Yes

No

Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?

Yes

No

Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?

Yes

No

Have you ever been refused a child related employment screening or working with children check in South Australia or in another Australian jurisdiction?

Yes

No

You understand that if the information in this application or declaration changes, it is your responsibility to advise the DECD site leader as soon as possible.

Yes

No

Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.

I confirm and declare that to the best of my knowledge I have truthfully answered all questions.

I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Your signature: _____

Date: _____ (day/month/year)

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

Site leader: Proof of ID sighted

File created and stored securely and confidentially

RAN-EC

Responding to Abuse and Neglect - Education and Care (RAN-EC)

What you need before you start

- A current individual email address.
- A computer or mobile with an internet connection.
- A recent web browser, like Google Chrome (50 or later), Internet Explorer (10 or later), or Firefox.

If you don't have access to a computer, ask your site leader for help.

Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/pages/signup.jsf>
- Fill in your details:
 - in the field "Select Account type" select **Volunteer**
 - enter your email address (this will be your plink username), choose a password, and type in your name
- Select "I accept the terms of use and code of ethics"
- Select "Create Account"

Start the training

- Select the course "Responding to Abuse and Neglect-Education and Care online induction session for volunteers"
- Select "Register"
- Select "Register" again
- Select "Open Module" when you're ready to start

You can email your completed certificate to dl.0952.admin@schools.sa.edu.au or provide a printed copy to the front office.

If you are a volunteer from these sectors and need help doing the RAN-EC induction, call independent education sites – help desk: 8179 1400.

Working with Children Check (WWCC)

How do I apply for a WWCC?

The school can launch a WWCC for you. At the time of returning this application please let front office know if you would like to choose this option. Please select to verify your ID online if choosing this option.

Individuals can also apply for their own WWCC by visiting:

<https://screening.sa.gov.au/applications/application-information-for-individuals>

Before you start:

Once you begin your application you will receive an email from iApply Account Security. The email will be called: *Setup your iApply account at forms.sa.gov.au*. This email will tell you to change your password. You can then begin your application.

To complete your application, you will need:

- information about your full legal name and any names you may have, including previous names, maiden name, names you have legally changed, aliases and informal names (like nicknames)
- your current address and 10 years' of address history
- Please verify your identity online (100-point check), you will need an Australian driver's licence or permit, plus one of these:
 - Australian birth certificate or extract
 - Australian citizenship certificate
 - Australian passport

Who needs a WWCC?

People need a WWCC if they are in a 'prescribed position'. This includes people who are in paid or volunteering roles where it is reasonably foreseeable that they will work with children.

Who does not need a WWCC?

A person does not need a WWCC if they:

- work for SA Police or the Australian Federal Police
- don't reasonably believe they will work with children for more than seven days (consecutive or not) in a calendar year*
- are a parent or guardian volunteering with their own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)
- are under the age of 14.

*The seven-day exclusion does not apply if the person is involved with an overnight activity (e.g. school camp), or has close contact with children with disability.

Do people who already have a check need a new one?

People who have a current, valid DHS/DCSI child-related employment screening can keep using it until it expires. You can apply for a WWCC up to six months before their child-related employment screening expires.

How long does it take to get a WWCC?

Currently, most screening applications are finalised within three weeks. It can take longer if there is a lot of background information to assess or the information is complex.

How long is a WWCC valid?

A WWCC is valid for five years (up from three).

For more information, Contact the DHS Screening Unit

Monday to Friday, 9am to 5pm screening.sa.gov.au 1300 321 592 WWCC enquiries: wwcc@screening.sa.gov.au

Expected behaviour for volunteers

When you sign this agreement, you are saying that you will behave as we expect and will stand by our values. These values and expectations are part of the principles of conduct for South Australian Public Sector Volunteers (attachment B) of the [guideline of the commissioner for public sector employment – volunteers](#) and the [Department for Education Wellbeing for Learning and Life framework](#).

Values

- Service – proudly serve the community and government of South Australia.
- Professionalism – strive for excellence.
- Trust – have confidence in the ability of others.
- Respect – value every individual.
- Collaboration and engagement – create solutions together.
- Honesty and integrity – act truthfully, consistently, and fairly.
- Courage and tenacity – never give up.
- Sustainability – work to get the best results for current and future generations of South Australians.

What we expect from you

- When you volunteer with children and young people:
 - make sure the time spent together is positive
 - treat them with dignity, equality and respect
 - give them a chance to speak about the things that affect their care or learning
 - listen to them
 - be aware that their needs and vulnerabilities are specific and can be different because of things like age, language barriers, developmental capabilities, disability, mental health, trauma or abuse
 - make sure they are in a space that is safe and free from obvious hazards.
- Be polite. Respect all people.
- Don't share personal information or talk unnecessarily about children or young people, staff or children's parents or carers. Don't gossip. Think before you talk about other people.
- Avoid making any special relationships with children or young people:
 - make sure there's no favouritism, like gifts or special treatment
 - don't make relationships outside your volunteer role, including personal online social networking, like Facebook and Snapchat, etc.
- Understand that our staff have a broader duty of care for children and young people that can't be delegated or transferred to you.
- Respect the site leader's role as the spokesperson for the school, preschool, or children's centre.
- Be careful about public discussions. Only share official information when authorised by the site leader or required by law.
- Ask for help when needed. Listen to and follow instructions from the site leader.
- Declare any conflicts of interest. Make sure a personal interest doesn't improperly affect your work.
- Don't accept gifts that might influence how you do your work.
- Report unethical workplace behaviour that violates any law, is a danger to children, young people or the environment, or represents corrupt conduct or maladministration.
- Use government and public resources responsibly and appropriately, including equipment and technology.

Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)

to volunteer at _____ (name of centre/preschool/school).

Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
 - know about Department for Education screening and suitability requirements
 - are aware of work health and safety
 - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name _____ signature _____ date _____ (day/month/year)

Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability?
- do any required induction or training?
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
 - following the Responding to Abuse and Neglect – Education and Care requirements
 - immediately reporting to a site leader any concerns I have about a child or young person
 - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my Relevant History Screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.