



29<sup>th</sup> January 2024

Dear Parents/Caregivers and members of our community,

**Re: VOLUNTEER REQUIREMENTS FOR PILGRIM SCHOOL**

As a school, we have considered the process for people to engage and volunteer their time, expertise and abilities within Pilgrim School.

We have developed a document called '*Volunteers Guidelines and Code of Conduct*'. This provides a clear explanation of what is required by anyone who would like to volunteer at Pilgrim School.

**Our highest priority is to ensure the creation of a safe and secure environment and conduct to keep all members of our school community safe, especially children.**

Volunteers are required to complete an online '[Volunteer Registration and Agreement](#)' form, highlighting they have read and agreed to abide by the school's expectations.

We encourage **everyone** who volunteers or contributes in any way to consider these guidelines and complete all the compulsory and highly recommended elements to maximise safety. This will also reduce the possibility of children or adults being compromised or in any way negatively impacted by interactions with other adults.

We acknowledge and understand these expectations will add additional time and effort for people wanting to partner with and support us. However, we want to ensure we operate with a deeply embedded child safe environment that will keep all of our children shielded from harm.

Parents and Caregivers entering classrooms for brief periods (for example, to listen to reading and assist children with craft) are not required to complete this process if they are under the direction, supervision, and direct line of sight of Pilgrim staff. However, we encourage everyone assisting at Pilgrim School to undertake this process which will increase awareness and understanding to strengthen our child safe environment.

Any volunteers who will be conducting frequent activities or who work directly with children with a low level of supervision or minimal supervision by the school (eg sport coaches, LAP volunteers, etc) at the school, or in offsite school-related activities, functions, and events, must complete the pre-requisites for volunteering at Pilgrim School before they may commence.

To ensure the safety, health, and wellbeing of all stakeholders at the school, all volunteers who work directly with children and have a low level of supervision, and those who volunteer frequently will be required to:

- provide a current *Working with Children Check* (WWCC) - Compulsory
- provide a current *RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect – Education and Care) Fundamentals* certificate - Compulsory estimated 2 hour online training.

- read, understand and agree to support Pilgrim School's *Volunteers Guidelines and Code of Conduct* - Compulsory
- complete the [Volunteer Registration and Agreement Form](#) - Compulsory
- be familiar with the volunteer section of the *Protective Practices for staff in their interactions with children and young people: Guidelines for staff working or volunteering in education and care settings* - Compulsory

It is also highly recommended that volunteers complete the *Protective Practices* online training module. This training aims to help volunteers understand their duty of care, appropriate boundaries in their role, and how to utilise protective practices to safeguard children and themselves while volunteering. This takes approximately 1 hour to complete.

The details of these requirements and trainings can be found on the Pilgrim School website, under the page ['Volunteering at Pilgrim School'](#). These requirements need to be met prior to participating in volunteering at the school. Furthermore, volunteers are to report if there is any change in their WWCC status (eg if it is no longer valid).

Thank you for your support to keep our children safe.

If you have any questions regarding these guidelines, please do not hesitate to speak to one of our Leadership Team.

Kind regards,

**Julie Wicks**  
**Deputy**  
**Principal**

**Lisa Newbury**  
**Early Years**  
**Coordinator**

**Andrew Edmondson**  
**Principal**

**Kristen Heath**  
**Administration**  
**Coordinator**

**Michael Denholm**  
**Business**  
**Manager**