

Volunteer Induction

"No one is exempted from striving to ensure respect for the dignity of every person"

Pope Leo, May 2025

Reviewed: May 2026

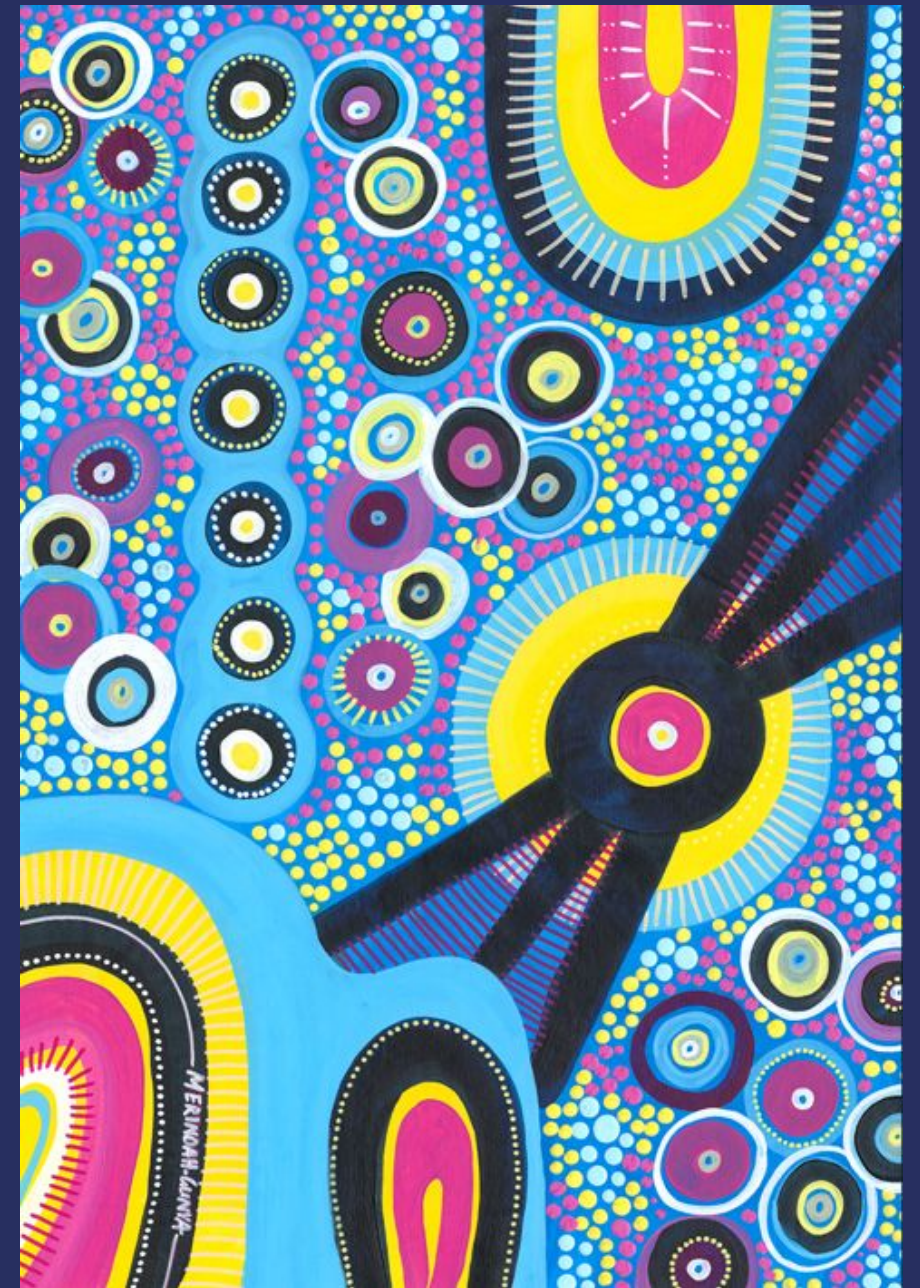


Acknowledgement of Country

We acknowledge the wurundjeri peoples of the Kulin Nation as the Traditional Custodians of the lands on which we meet.

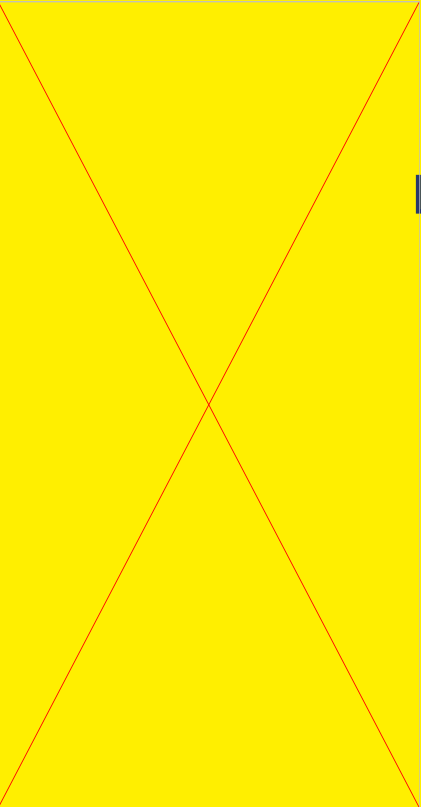
We honour the wisdom of families and Elders as the first educators of the children of these lands. We wholeheartedly commit to reconciliation and continuous learning as we walk alongside Kulin Nation peoples, lighting the path for our children, rich in the embodiment of First Nations cultures.

Respectful of Aboriginal and Torres Strait Islander ways of Knowing, Being and Doing, we support our flourishing learners to thrive academically, socially, emotionally and spiritually, forming lives of faith, hope and love.



Artwork by Merindah Gunya-Bayley,
Gunditimara artist

Opening Prayer

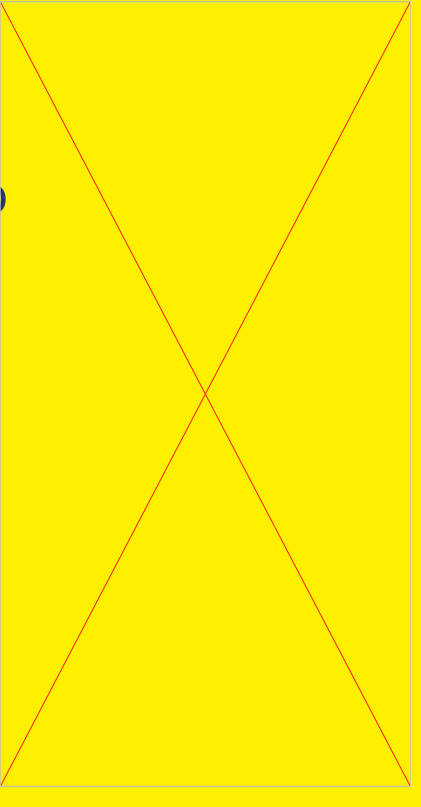
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Loving God, we give thanks today for these volunteers who have so generously offered their time, talents and compassion in service to others and to our school community at St Thomas More.

As St Francis reminds us, "It is in giving that we receive."

Bless them in the work they undertake and guide us as we begin this time together.

Amen.

A large, red, stylized 'X' mark, composed of two thin lines crossing in the center, is positioned on the right side of the slide.

Agenda:

1:

Our Commitment to Child Safety

2:

Volunteer requirements and expectations surrounding child safety

3:

How to respond if a Child Safety incident arises

4:

- Child Safety and Wellbeing Policy
- Victorian Child Safe Standards
- Child Safety Code of Conduct

5:

MACS Care

6:

Closing prayer and contact details



Volunteers in Catholic Schools

Thank you for your generosity.

Volunteers are a valued and vital part of Catholic education. Your time, care, skills and presence help our school community flourish.

Together we:

- Strengthen connections between school, families and community
- Support student learning and wellbeing
- Model kindness, service and generosity
- Bring valuable skills, perspectives and experience to the young people in the school

MACS Commitment to Child Safety

Melbourne Archdiocese Catholic Schools (MACS) has zero tolerance for any form of child abuse and is deeply committed to upholding and embedding the highest standards of child safety across our schools.

We are guided by our Catholic faith and the unique and unrepeatable dignity of every person in our care. We are dedicated to creating an inclusive and protective environment where every child can feel and be safe.

We are responsible for inspiring and enabling every child to flourish and enrich the world.

Child safety is a shared responsibility between MACS, its employees including its Board, Executive Leadership Team, School Principals, teachers, staff and the wider community.



Our commitment to Child Safety

Child Safety is everyone's responsibility.

Our school is committed to creating environments where all children:

- Feel safe
- Are respected
- Are listened to
- Can thrive and learn

The 11 Victorian Child Safe Standards exist to:

- Protect children and young people
- Guide safe and appropriate behaviour
- Support volunteers and staff
- Ensure everyone understands expectations

While policy processes may feel very vigilant, they are designed to keep children safe, protect volunteers and create clear and safe boundaries for everyone.





Volunteer Requirements

Before beginning duties, all volunteers are required to:

- Complete volunteer registration forms
- Hold a valid Working with Children Check (WWCC)
- Complete a Child Safety Induction
- Read and acknowledge:
 - Child Safety Policy
 - Child Safety Code of Conduct

Schools must also maintain records including:

- The volunteer's WWCC
- Volunteer role
- Induction completion date
- Name of supervising staff member

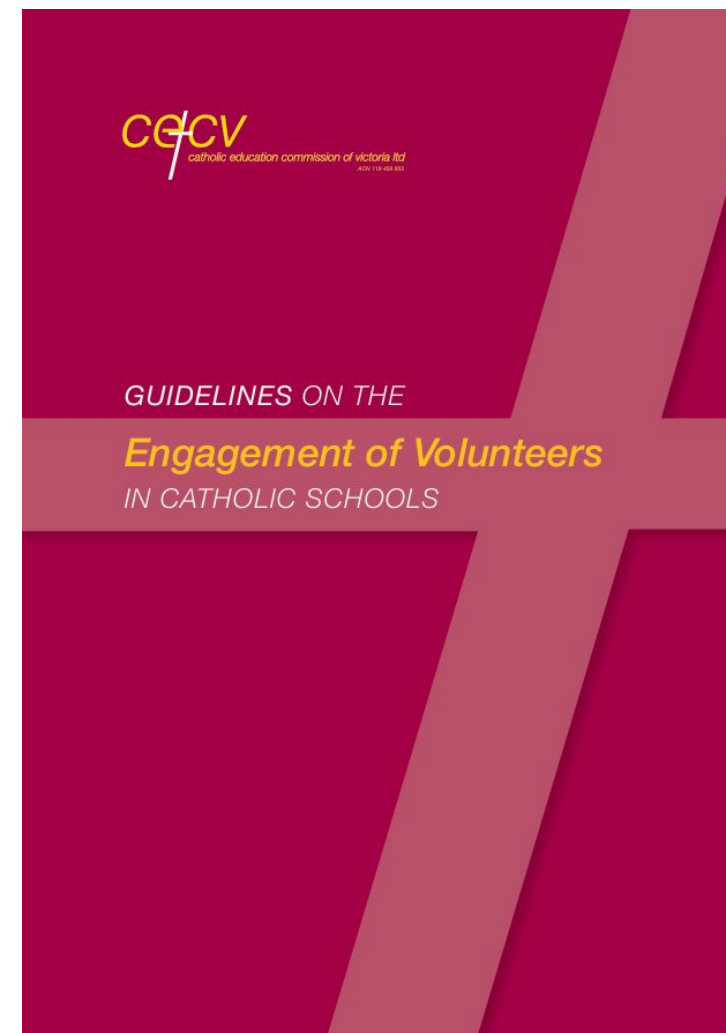


Guidelines on the Engagement of Volunteers in Catholic Schools

The Victorian Catholic Education Authority (VCEA) – formerly known as the Catholic Education Commission of Victoria (CECV) Guidelines on the Engagement of Volunteers in Catholic Schools are designed to assist principals and school staff with the process of selecting and engaging suitable volunteers in Catholic schools.

Child safety must be a key focus in the selection and recruitment of volunteers. The processes outlined in the Guidelines for Volunteers support schools to identify suitable people to volunteer to work with children.

Under the Victorian Child Safe Standards, *'school staff' includes 'an individual working in a school environment who is ... a volunteer'*. This means that the stringent checking of referees that applies to the employment of staff in schools, also applies to schools in the engagement of volunteers who are involved in child-connected work.



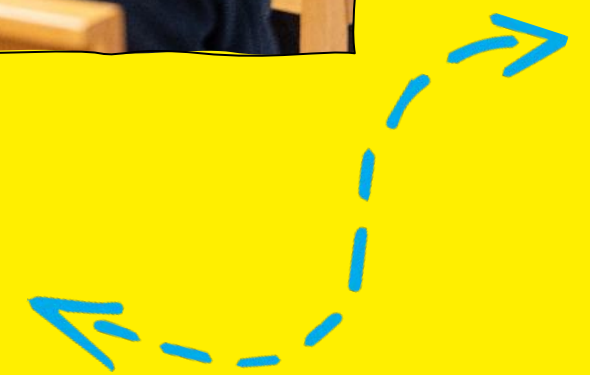
Child Safety Expectations:

As volunteers, we ask that you:

- Treat all children with dignity and respect
- Maintain appropriate professional boundaries
- Always follow staff directions
- Model respectful and appropriate behaviour
- Support the Catholic values of the school

Volunteers should:

- Avoid being alone with students at any time
- Work within supervised environments at all times
- Never promise confidentiality to a student
- Report any child safety concerns immediately
- (school to add context here: who volunteers should report concerns to XXXX)



Responding to Child Safety Concerns

If a student shares something concerning with you, or discloses that they are unsafe:

DO:

- Listen calmly
- Reassure the student that they did the right thing
- **Report concerns immediately to the Principal or member of school leadership**
- Document the conversation

DO NOT:

- Investigate the issue yourself
- Ask leading questions
- Promise secrecy or confidentiality
- Share the information with others in the school community except the Principal or member of school leadership

Remember:

You are not expected to solve the issue yourself.

Your role is to pass concerns on promptly to school staff.



We'll now give you time to read the relevant policies:



Melbourne Archdiocese
Catholic Schools

Child Safety and Wellbeing Policy

1. Introduction

Melbourne Archdiocese Catholic Schools Ltd (MACS) is a company limited by guarantee established in 2021 by the Archbishop of the Catholic Archdiocese of Melbourne to assume the governance and operation of MACS schools across the Archdiocese of Melbourne. MACS subsequently established Melbourne Archdiocese Catholic Specialist Schools Ltd (MACSS) to provide educational services to children with special needs and Melbourne Archdiocese Catholic Schools Early Years Education (MACSEYE) to provide early years care and education services.

The [Statement of Mission](#) in the MACS Constitution, and the constitutions of its subsidiaries, MACSS and MACSEYE, sets out the Archbishop's expectations of Catholic schooling in the Archdiocese and provides an important context and grounding for the company and the direction which the MACS Board must always observe in the pursuit of the company's objects.

The Board must ensure that all policies and procedures concerning the operations of MACS, and its subsidiaries are consistent with the Statement of Mission and company objects, as well as any directions issued by the Archbishop from time to time.

MACS also recognises the importance of applying additional measures to ensure the safety and wellbeing of all vulnerable children and young people under its care. Subsequently, MACSS and MACSEYE will assess child safety and wellbeing arrangements and implement additional measures to protect vulnerable children and young people.

This Child Safety and Wellbeing Policy (the Policy) is structured and guided by Ministerial Order 1359 Implementing the Child Safe Standards – Managing the risk of child abuse in schools (Ministerial Order 1359) and the Victorian Child Safe Standards.

2. Purpose

This Policy sets out MACS' commitment, strategies, practices and expectations to ensure the safety and wellbeing of all children and young people in MACS' schools and to enable the MACS Board, Executives, Principals and all other MACS staff, including contractors, and those involved in religious ministry and volunteers (MACS Staff) to effectively manage the safety and wellbeing of all children and young people under MACS care.

3. Scope

This Policy applies to MACS and MACS schools, including specialist schools operated by MACS subsidiary, MACSS. The Policy also applies to all MACS Staff.

4. Statement of Commitment

MACS has zero tolerance for any form of child abuse and is deeply committed to upholding and embedding the highest standards of child safety across our schools.

We are guided by our Catholic faith and the unique and unrepeatable dignity of every person in our care. We are dedicated to creating an inclusive and protective environment where every child can feel and be safe.

We are responsible for inspiring and enabling every child to flourish and enrich the world.

Child safety is a shared responsibility between MACS, MACS Staff and the wider community.



Melbourne Archdiocese
Catholic Schools

Child Safety Code of Conduct

1. Introduction

This Code of Conduct has the full approval and endorsement of the MACS Board. It should be made available to all MACS Staff, including MACS Board and Board Committee members, MACS Executives, Principals, MACS employees, volunteers, contractors, consultants, School Advisory Council members, clergy and those providing religious ministry in MACS (collectively, **MACS Staff**), who must sign and agree to abide by this approved Code.

Central to the [mission](#) of MACS is an explicit commitment to providing a safe and supportive environment where the emotional, social, intellectual, spiritual and physical wellbeing of students is a priority.

All students enrolled in MACS schools have the right to feel safe and be safe. The wellbeing of children in our care will always be our priority, and we do not and will not tolerate child abuse. We aim to create a child-safe and child-friendly environment where children are free to enjoy life to the full without any concern for their safety.

Staff are expected to actively contribute to a culture that respects the dignity of its members and is affirming of the Gospel values of love, care for others, compassion and justice. They are required to observe child-safe principles and expectations for appropriate behaviour towards and in the company of children.

2. Purpose

This Child Safety Code of Conduct has a specific focus on promoting child safety and wellbeing in school environments and safeguarding children and young people in MACS schools against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and occupational codes, including the Code of Conduct for MACS Staff.

3. Scope

This Child Safety Code of Conduct applies to all MACS staff being all MACS Board members, MACS Board committee members, School Advisory Council members, the principal and all other staff, volunteers, contractors and clergy and those involved in religious ministry (collectively, Staff).

4. MACS Child Safety Commitment Statement

MACS has zero tolerance for any form of child abuse and is deeply committed to upholding and embedding the highest standards of child safety across our schools.

We are guided by our Catholic faith and the unique and unrepeatable dignity of every person in our care. We are dedicated to creating an inclusive and protective environment where every child can feel and be safe.

We are responsible for inspiring and enabling every child to flourish and enrich the world. Child safety is a shared responsibility between MACS, MACS Staff and the wider community.

5. Acceptable behaviours

In addition to signing Code of Conduct for MACS Staff, all Staff are required to declare and sign this Child Safety Code of Conduct upon appointment or engagement.

All Staff are responsible for supporting the safety of children by:

- adhering to MACS' child safety and wellbeing policies and upholding MACS' statement of commitment to child safety, at all times
- taking all reasonable steps to protect children from abuse

Please read:

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#) and [MACS Code of Conduct](#)
- [11 Victorian Child Safe Standards](#)

Ask any clarifying questions.

Play your part visit: care.macs.vic.edu.au | 12

What are the Victorian Child Safe Standards?

This short video from the Commission for Children and Young People (CCYP) provides an overview of Victoria's Child Safe Standards.



What is MACS Care?

MACS Care the Child Safety Strategy in action across all MACS schools.

It focuses on assisting schools to build a child safe culture, and to maintain compliance with the Victorian Child Safe Standards.

MACS Care includes a suite of resources for schools such as, Posters, Parent/Carer newsletters, Compliance Tool, Factsheets and FAQs, PowerPoint presentations and scenarios.

To support implementation, the *11 Months, 11 Standards* campaign was launched to encourage schools to highlight one Child Safe Standard each month.

These resources are designed to support schools to raise awareness, encourage accountability and inspire action at every level.



MACS Care Prayer

"For he will command his angels concerning you to guard you in all your ways."

Psalms 91:11

Loving God,

We give thanks for the teachers, leaders, staff and volunteers at our school, who help care for our students, and give them the opportunity to learn and grow in the light of Your wisdom. May our school be a safe learning environment, where all children can flourish and their God-given gifts, talents and abilities be recognised and promoted.

Grant the school staff, our parents, carers, families and volunteers the grace to recognise their duty to care and work together to promote a safe environment for every child. May they uphold children's rights and partner with them to enhance the learning environment of our parish school.

May the Holy Spirit inspire our leaders, staff and volunteers to advocate with hope and courage for the protection of all children, and may their words and actions help nurture the dignity and the wellbeing of every child.

We make this prayer through Christ our Lord.

Amen.

St Nicholas of Myra, patron of children, pray for us.

St. Michael the Archangel, our defender, pray for us.

Amen



Thank you.



Thank you for supporting our school community.

Your willingness to volunteer reflects:

- Generosity
- Compassion
- Service to others
- Commitment to young people

Together we create a safe, welcoming and supportive environment for all students.

*"For it is in giving that we receive."
- St Francis of Assisi*

School to provide contact details, should volunteers have any questions regarding child safety or any of the information shared.