



Kyneton Primary School

Volunteer OHS Induction

Thank you for your interest in volunteering at Kyneton Primary School. Our volunteers do an amazing job of supporting and assisting our staff and students in a range of activities such as breakfast club, canteen help, classroom assistance, event attendance, and Parents and Friends Association participation.

In order to comply with the Department of Education OHS requirements, we have put together a volunteer induction package for all of our volunteers to complete.

Please ensure you complete the following steps prior to commencing any volunteer work at KPS:

- Provide the school office with a copy of your current Working with Children's Check. This can be emailed to kyneton.ps@education.vic.gov.au or we can take hard copies at the office
- Complete the attached Confidentiality Agreement and return to the office
- Complete the OHS Volunteers Induction Checklist here <https://forms.gle/CVMvHWNfxZPwAA5P8>.

A link to our Volunteer OHS Induction Presentation including PROTECT Child Safe training is available in the above form that will provide you with all the required information to complete the checklist. This induction requires completion every 12 months.

All visitors and volunteers are required to sign in at the office on our Compass kiosk and wear a lanyard showing their visitor pass. Please sign out on your departure.

We appreciate you taking the time to complete our volunteer induction and for joining our valued group of volunteers.

Thank you
Kyneton Primary School



CONFIDENTIALITY AGREEMENT

As a volunteer/occasional worker at Kyneton Primary School, I acknowledge that in the course of my work, I may be privileged to personal and confidential information about children and their families.

I agree not to discuss such personal and confidential matters with any person, except where necessary that I inform the Principal or nominee.

I understand that breach of confidentiality would result in my dismissal from the program.

Volunteer's name: (please print) _____

Volunteer's Signature: _____ Date _____

Principal's Signature: _____ Date _____