



Volunteer Recruitment

Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

Background

Edmund Rice Education Australia – Victorian Schools Limited (EREA-VSL), as St Patrick's College's governing authority, sets the policy framework for all EREA-VSL schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students*.

*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

Purpose

This procedure provides information and guidance in relation to the recruitment of volunteers. This procedure aligns with the guidelines provided by Catholic Education Commission of Victoria (CECV) and acknowledges that child safety must be a key focus in the selection and recruitment of volunteers in Catholic schools. The procedure also reflects the requirement of our governing body, Edmund Rice Education Australia (EREA).

Responsibilities

Human Resources – to implement the procedure and ensure the procedure is updated in accordance with CECV guidelines and the requirements of EREA.

Hiring Manager – the Manager responsible for initiating the recruitment of all employee and volunteer positions within their department.

Volunteer Supervisor – to recruit volunteers in accordance with the procedure and ensure all due diligence obligations are fulfilled prior to the commencement of the volunteer.

Volunteer – to understand the importance of a recruitment process that supports the Child Safeguarding obligations of the College.

Procedure

1. Hiring Manager to lodge a Volunteer Recruitment Request in Martian Logic;
2. Recruitment Request to be approved by relevant member of the Leadership Team and the Director of HR;
3. HR will confirm with the Hiring Manager that a current role description called 'Volunteer Responsibilities' is available or will assist the Hiring Manager to update;
4. Volunteer vacancies will be advertised if required, or individuals will be provided with a link to the application process on Martian Logic;
5. Individuals to submit application which includes cover letter and resume;
6. Interview to be conducted by Hiring Manager and the relevant member of the Leadership Team as the Principal's delegate ;
7. Interviewers to provide interview notes and feedback to HR for record keeping in Martian Logic;
8. Preferred applicants will be reference checked via Martian Logic – two reference checks required;
9. Successful applicants will be provided with a Volunteer Engagement Pack:
 - Volunteer Declaration
 - Volunteer Plan
 - Volunteer Responsibilities
 - Disclosure form
 - New Volunteer form (including WWCC)
 - WWCC 21-day notification form
 - EREA Child Safety Code of Conduct
 - EREA Code of Conduct
 - OH&S Policy
 - Workplace Bullying and Harassment Policy
 - Equal Opportunity Policy
 - Email & Internet Policy
 - Social Media Policy
10. Volunteer Engagement Pack to be fully completed prior to commencement;
11. HR to check validation status of WWCC and update Volunteer Register / Passtab;
12. Volunteer to complete online Child Safety training prior to commencement, or if timing permits, attend an in-person session at the College;
13. HR to advise Hiring Manager & Volunteer Supervisor by email that the volunteer can commence;
14. Hiring Manager/Volunteer Supervisor to liaise with volunteer regarding commencement and provide a general induction to the College relevant to the volunteer role and as described by HR including:
 - Tour of relevant areas at the College including work area and amenities;
 - Introduce to relevant staff members;
 - Outline sign in/sign out procedures and any procedures relevant to the volunteer role;
 - Provide school structure information and contact information for key staff;

- Discuss volunteer responsibilities;
- Provide direction regarding online chat groups with students;
- First Aid Kit locations and Procedures;
- Car parking;
- Provide contact information for OH&S personnel and the First Aid Officer.

15. OH&S and Compliance Training

(To be provided online or by the Director of Risk & Compliance)

- OH&S rights and obligations
- Management and reporting of potential risks and hazards
- Injury reporting procedure and location of the injury register
- Emergency and evacuation procedures including assembly points and whom to contact
- First-aid kit locations and procedures
- Traffic management and car parking procedures
- Access to current asbestos register (if applicable)
- Location of Material Safety Data Sheets (MSDS) for hazardous substances stored onsite
- Personal protective equipment requirements (e.g. hearing protection, gloves, glasses (if applicable))

16. Volunteer, Volunteer Supervisor and Hiring Manager to sign Induction Checklist and return to HR

Status of Policy

This policy has been downloaded from CompliSpace, is endorsed by EREA-VSL and is reviewed annually.

Policy owner	St Patrick's College - Ballarat
Approving authority	Principal
Approval date	June 2022
Risk rating	HIGH
Date of next review	June 2024
Publication details	School website

POLICY DATABASE INFORMATION	
Assigned TERA Board Framework	Child Safety
Related policies	Contractor Management Policy
Superseded documents	Replaces previous policy for MO870