



SIENA
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Volunteer Induction Presentation (VIP)

A guide to becoming a volunteer at Siena College



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Siena College Volunteer Engagement | Welcome

Dear Volunteer

Welcome to the Siena College community. We are delighted that you have chosen to work as a volunteer for our College and are looking forward to working with you in a close partnership.

The College recognises the integral role that volunteers within the College play and actively seeks to develop structures and procedures that encourage members of the Siena College community (parents, carers, families, alumnae, friends of the College and other community representatives) to become actively involved in the life of the College.

Registering as a Volunteer

Any member of our community wishing to become a volunteer at the College will need to be listed on our Volunteers Register prior to performing any volunteer duties.

Regardless of whether you currently perform volunteer duties or are looking to become a volunteer at Siena College, you will be required to comply with recent changes to procedures at the College brought about by changes in legislation through **Ministerial Order 870**.

Child Safe Standards

The **Child Safe Standards** require schools to gather, verify and record a person's history of work involving children.

Siena College takes child safety very seriously and for this reason, volunteers are required to list their entire work history, **including any volunteer work** involving children, for recording on the Volunteers Register.

The **Working with Children Act 2005 (Victoria)** requires that any person engaging in child related work must have a valid Working with Children Check (WWCC).

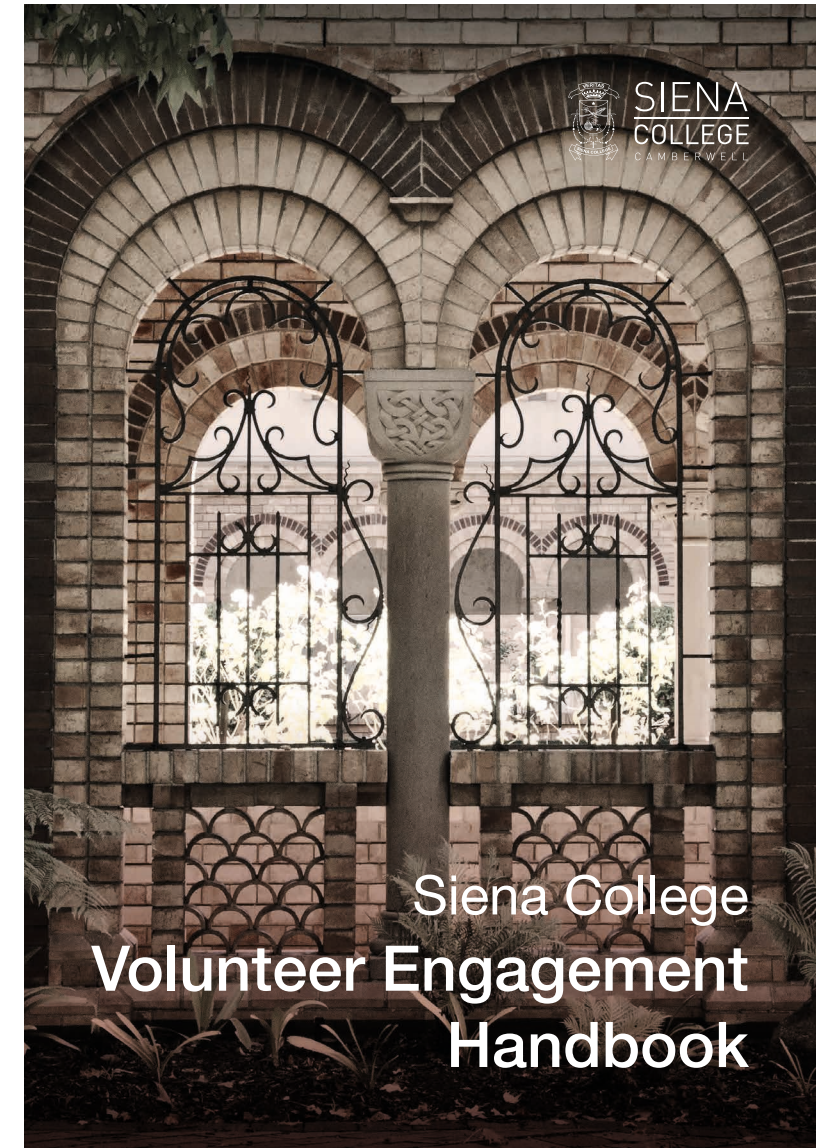
Siena College already requires all school volunteers to have a current WWCC. There is no change to this requirement.



Volunteer Engagement Handbook

All volunteers will be provided with the Siena College **Volunteer Engagement Handbook**, which includes our Code of Conduct, Confidentiality Agreement, Child Safe Policies, an Existing Volunteer Information Form and a New Volunteer Application Form.

The forms in this handbook need to be completed and returned to the College *prior* to commencing any volunteering activities.





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Siena College Child Safety Policy

All volunteers are required to read the Child Safe Policy included in the Volunteer Engagement Handbook.

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Child Safe Policy



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POLICY TITLE **Child Safe Policy**

RATIONALE

At Siena College we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College. Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.



Siena College Code of Conduct

All Siena College volunteers are required to sign the Safeguarding Children and Young People Code of Conduct and a Confidentiality Statement, which are provided in the Volunteer Engagement Handbook.



SAFEGUARDING CHILDREN AND YOUNG PEOPLE CODE OF CONDUCT

PURPOSE

This Code of Conduct has a specific focus on safeguarding children and young people at Siena College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board members at Siena College are expected to actively contribute to a school culture that respects the dignity of its members and affirms 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, as noted below.

ACCEPTABLE BEHAVIOURS

All staff, volunteers, contractors, clergy and board members are responsible for supporting the safety of children by:

- Adhering to and upholding the College's commitment to child safety at all times
- Taking all reasonable steps to protect students from abuse
- Treating everyone in the College community with respect (modelling positive and respectful relationships and acting in a manner that sustains a safe, educational and pastoral environment)
- Listening and responding without judgment to the views and concerns of students, particularly if they are telling you that they or another child have been abused or that they are worried about their safety or the safety of another child
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students (for example, by never questioning an Aboriginal and Torres Strait Islander child's self-identification)
- Promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance culture towards discrimination)
- Promoting the safety, participation and empowerment of students with a disability
- Ensuring that adults are not alone with a student outside their prescribed role
- Reporting any allegations of child abuse to the College Principal, a Deputy Principal or a College Counsellor
- Understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the Crimes Act 1958 (Vic.)
- Reporting any child safety concerns to the Child Safe Reporting officers (the College Counsellors or the Deputy Principals)
- Ensuring that if an allegation of child abuse is made, that the student/s are safe.



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Occupational Health and Safety Policy

All volunteers are asked to make themselves familiar with the Siena College Occupational Health and Safety Policy in the Volunteer Engagement Handbook.

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Occupational Health and Safety



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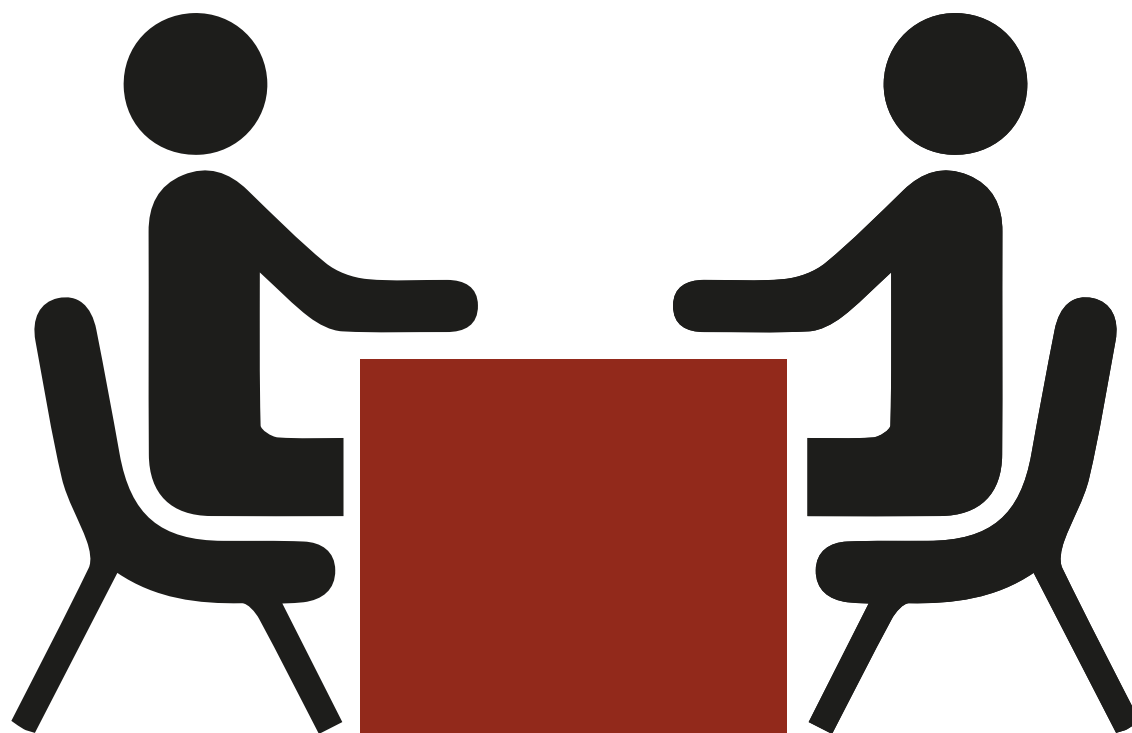
POLICY TITLE **Occupational Health and Safety Policy**

RATIONALE

Siena College will make every reasonable effort to prevent accidents, protect employees from injury and promote the health, safety and welfare of all employees, students, parents, contractors and other visitors to the school site.

Interview and References

In line with the legislative requirements, all **new volunteers** will also be required to provide references and participate in an interview prior to engagement at the College.





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Thank You

The College would like to thank you for your understanding, commitment to child safety within the Siena College community and your continued support as a volunteer. Our volunteers are an integral support for our students and they provide an important link to the community.

If you have any further questions regarding the policy documents or the Child Safe Standards please do not hesitate to contact the College.



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