

CHILD SAFETY INDUCTION PACK- VOLUNTEERS



Help for non-English speakers

If you need help to understand this policy, please contact Elevation Secondary College on 8339 8000.

For translation call number below; Aşağıdaki çeviri telefon numarası için; Để dịch số điện thoại bên dưới; Wixii tarjubaan ah wac lambarka hoose; Mo fa'aliliuga telefoni numera o lo'o i lalo; अनुवादको लागि तलको नम्बरमा कल गर्नुहोस्; अठुवाड लਈ रेठां दिँते नँघर 'ते काल वरे; ترجمہ کے لیے نیچے دیے گئے نمبر پر کال کریں۔; 对于下面的翻译电话号码; अनुवाद के लिए नीचे दिए गए कॉल नंबर; மொழிபெயர்ப்புக்கு கீழே உள்ள எண்ணை அழைக்கவும்;

للترجمة رقم الاتصال أدناه

8339 8000

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Elevation Secondary College volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Elevation Secondary College is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the North Western Regional Office of the Department of Education and Training on 1300 338 691.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- [Elevation Secondary College Volunteers Policy](#)
- [Elevation Secondary College Child Safety and Wellbeing Policy](#)
- [Elevation Secondary College Child Safety Responding and Reporting Obligations Policy and Procedures](#)
- [Elevation Secondary College Child Safety Code of Conduct](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact the College Business Manager on 8339 8000 with any comments or questions.

REVIEW CYCLE AND EVALUATION

REVIEW PERIOD

This policy was last updated on	February 2023
Approved by School Council	February 2023
Recommended review cycle	1 Year
This policy is scheduled for review on	February 2024

POLICY INFORMATION

School council approval required?	Yes
Policy Template	https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesDetail.aspx?CId=66

POLICY HISTORY

Version	Month/Year
1	02/2023