



## Our Lady Star of the Sea Catholic Primary School

Sydney Catholic Schools Limited ACN 619 137 343 atf Sydney Catholic Schools Trust

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## Volunteer Induction Procedure

All volunteers engaged by Sydney Catholic Schools (SCS) and Our Lady Star of the Sea, Miranda are expected to adhere to our child safe communities practices and policies.

NSW legislation allows parents and 'close relatives' to volunteer in activities that involve their own children without needing a WWCC. Close relatives include grandparents, de facto partners, step-grandparents, aunts, uncles, siblings and family members within the Indigenous kinship system etc.

Sydney Catholic Schools requires ALL volunteers and contractors attending one of our schools to fill in the Safe School Expectations Undertaking.

This helps inform all visitors about the behavioural expectations we hold when adults are engaging with children and young people on our school sites.

Before commencing your engagement with our school and SCS, you must complete an induction in Child Safe Communities and complete the Sydney Catholic Schools' Safe Schools Expectation Undertaking form that will be kept confidential and stored securely by the school.

This Induction with SCS is current for 1 calendar year and **MUST** be **RENEWED EVERY** year.

***You will not be allowed to go on an excursion, assist at carnivals, or assist the school in any way if you have not completed this induction and completed an undertaking form.  
Your engagement as a volunteer remains subject to the approval of the principal.***

### STEP 1

#### COMPLETE THE FACE TO FACE CHILD SAFETY INDUCTION SESSION

These take place generally at the start of the year and are delivered by the Assistant Principal.

### STEP 2

#### COMPLETE DOCUMENTATION

Complete the Sydney Catholic Schools' Safe Schools Expectation Undertaking form, ensure it is signed and dated.

If you have any questions about the above please contact the School Office on 02 9524 5543 or via email [info@olssmiranda.catholic.edu.au](mailto:info@olssmiranda.catholic.edu.au). The office will keep a secure register of approved volunteers for 2025.