

CHILD SAFETY INDUCTION PACK

- VOLUNTEERS



PURPOSE

Thank you for volunteering at Frankston Heights Primary School.

Frankston Heights Primary School is committed to providing a child safe, culturally safe, inclusive and supportive environment where the safety, wellbeing and rights of every child are our highest priority.

The purpose of this Child Safety Induction Pack is to ensure all volunteers understand our commitment to child safety, are familiar with their responsibilities under the Victorian Child Safe Standards, and are aware of the policies, procedures and expected behaviours that support a safe environment for all students.

All volunteers are required to read and understand the documents contained in this induction pack before commencing any volunteer work where children are present or are reasonably expected to be present.

Our Commitment to Child Safety

Frankston Heights Primary School has zero tolerance for child abuse and is committed to acting in the best interests of all children.

We are committed to:

- promoting the safety, wellbeing and empowerment of all children
- creating a culturally safe, inclusive and respectful environment where diversity is valued and every child feels safe, supported and able to participate
- preventing child abuse by identifying, assessing and reducing risks to child safety
- ensuring all staff, volunteers and visitors understand their responsibilities for protecting children
- responding promptly, effectively and appropriately to concerns, disclosures, allegations or suspicions of child abuse.

Every member of our school community shares responsibility for keeping children safe.

Your Responsibilities as a Volunteer

As a volunteer, you play an important role in helping to maintain a child safe environment.

You are expected to:

- uphold the school's commitment to child safety
- comply with the Child Safety Code of Conduct and all relevant school policies and procedures
- maintain appropriate boundaries with students at all times
- respect the privacy and confidentiality of students, families and staff
- follow all reasonable directions provided by school staff
- immediately report any concern, suspicion, disclosure or allegation relating to child safety or inappropriate behaviour.

You are not expected to investigate child safety concerns. Your responsibility is to report concerns promptly so the school can take appropriate action.

If you have concerns about the safety or wellbeing of a child, or about the behaviour of an adult towards a child, you must immediately report your concerns to the Principal or Assistant Principal.

If it is not appropriate to report the matter to school leadership, you may contact the Department of Education's South Eastern Victoria Region on **1300 338 738**.

Child Safety Induction Documents

Before commencing your volunteer role, you must read and familiarise yourself with the following documents:

- [Frankston Heights Primary School Volunteers Policy](#)
- [Frankston Heights Primary School Child Safety Policy](#)
- [Frankston Heights Primary School Child Abuse \(including Grooming\) – Identification and Response Policy](#)
- [Frankston Heights Primary School Child Safety Code of Conduct](#)
- [Frankston Heights Primary School Volunteer Expectations and Confidentiality Agreement](#)
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

These documents outline your responsibilities, expected standards of behaviour and the processes for identifying and responding to child safety concerns.

If you require assistance accessing any of these documents or would prefer printed copies, please contact the school office before commencing your volunteer role.

Volunteer Declaration

I acknowledge that I have read, understood and agree to comply with the following Frankston Heights Primary School policies, procedures and expectations. By ticking each item and signing the declaration below, I confirm that I have completed each requirement.

FHPS Volunteers Policy	
FHPS Child Safety Policy	
FHPS Child Abuse (including Grooming)–Identification & Response Policy & Procedures	
FHPS Child Safety Code of Conduct (to be signed at the front office)	
FHPS Volunteer Expectations and Confidentiality Agreement	
PROTECT: Critical Actions to identify and respond to Child Abuse	
PROTECT: Identify Child Abuse	
Current Working With Children Check (presented at the front office for school records)	

I understand that failure to comply with these expectations may result in my volunteer role being reviewed or discontinued.

Volunteer name

Volunteer signature

Date

FHPS VOLUNTEER EXPECTATIONS AND CONFIDENTIALITY AGREEMENT



Frankston Heights Primary School values the important contribution volunteers make to the school community. Volunteers support student learning and strengthen partnerships between the school, families and the wider community.

The safety, wellbeing and inclusion of every student is paramount. All volunteers are expected to uphold the school's commitment to child safety, comply with the Child Safety Code of Conduct, and follow all relevant school policies and procedures while undertaking volunteer duties.

VOLUNTEER EXPECTATIONS

School Procedures

- Sign in and out at the school office and wear a visitor lanyard while onsite.
- Follow all school policies, procedures and reasonable directions provided by school staff.
- Report any concerns relating to student safety or wellbeing immediately to the supervising teacher or a member of the leadership team.
- Notify the supervising teacher if unable to attend a scheduled volunteer session.

Working with Students

- Support student learning under the direction of the classroom teacher.
- Encourage student independence and provide assistance as directed.
- Treat all students fairly, respectfully and equitably.
- Ensure all interactions with students are appropriate, respectful and consistent with the Child Safety Code of Conduct.
- Use respectful and appropriate language.
- Refrain from disciplining students, administering medication, physically moving students or providing food unless authorised by school staff.

Privacy and Confidentiality

- Respect the privacy and confidentiality of students, families and staff.
- Maintain the confidentiality of all information obtained while volunteering.
- Discuss student information only with the supervising teacher or an authorised staff member where necessary to support the volunteer role.
- Refer any concerns regarding a student's safety or wellbeing immediately to the supervising teacher or Principal.
- Refrain from discussing students, staff, school matters or incidents with parents, community members or on social media.
- Continue to maintain confidentiality after the volunteer role has ended.

Technology and Social Media

- Keep mobile phones on silent and stored away unless required for an authorised purpose.
- Do not take photographs, video or audio recordings of students or school activities.
- Do not publish or share information, photographs or comments relating to students, staff or school activities through social media or other online platforms.

Standards of Conduct

- Wear appropriate, practical clothing and enclosed footwear.
- Arrange alternative care for younger children during volunteer duties.
- Demonstrate respectful, courteous and professional behaviour towards all members of the school community.

CONFIDENTIALITY AGREEMENT

Volunteers may become aware of confidential information relating to students, families or staff.

All information obtained while volunteering must remain confidential and may only be discussed with the supervising teacher or an authorised staff member where necessary to perform the volunteer role.

Concerns relating to a student's safety or wellbeing must be reported immediately to the supervising teacher or Principal.

Confidential information must not be discussed outside the school or shared through social media or other online platforms. These obligations continue after the volunteer role has ended.

Before commencing volunteer duties, **volunteers are required to sign the Volunteer Declaration on page 2 of the Child Safety Induction Pack for Volunteers** to confirm they have read, understood and agree to comply with the Frankston Heights Primary School Volunteer Expectations and Confidentiality Agreement.