

Appointment of Volunteers Procedure



RATIONALE

The Board of Trustees have an obligation to choose safe people to work with children.

PURPOSE

To carry out a basic screening of all volunteers before they work with the students, to record that this has been done, and to maintain a 'Safe List' of volunteer helpers.

GUIDELINES

Who should be screened?

Any volunteer who is likely to work regularly with students, or who will be with students overnight.

Regularly means at least once a week, or for a least four days per month.

WHAT STEPS ARE TO BE CARRIED OUT?

1. A Police Vet.
2. An I.D. verification using two forms of I.D. At least one of these must contain a photograph.
3. The volunteer provides the names and contact details of two referees who can attest to their previous work with children, including casual or temporary work or where they have volunteered before.
4. The two referees are to be contacted.
5. A meeting or telephone call with the volunteer and the school staff member in charge of the activity.

NOTES

- i. Following 1-4 above, the staff member in charge of activity is to assess suitability.
If the staff member has any doubts as to the suitability of the volunteer, then they are to consult with the Rector or Deputy Principal. In the event that a volunteer's offer to assist is being declined, the Rector will advise them and this decision will be recorded.
- ii. If a volunteer cannot provide suitable referees, as in 3 above, then a list of employers over the last five years should be supplied. The school will contact these employers.

WHAT WILL HAPPEN WITH THIS INFORMATION?

1. The Police Vet will be destroyed once it has been assessed. The date of the check will be recorded.
2. A note of the I.D. documentation will be recorded e.g. Passport number, issue date, and expiry date or Driver's Licence number, issue date and expiry date.
3. The names of the referees contacted and the date they were contacted will be recorded.
4. The type of meeting (face to face or telephone) and date will be recorded

HOW WILL THIS INFORMATION BE COMPILED AND USED?

- The information will be recorded on a summary sheet and placed in a register and to be known as the Gore High School Volunteer 'Safe List'.
- Once the information has been recorded on the 'Safe List', a volunteer may be of service for a range of school activities, not just the one for which the original screening took place.
- A volunteer's name will remain valid on the 'Safe List' for a period of three years, at which time, a new screening must occur.
- A volunteer may be removed from the 'Safe List' at the Rector's discretion. If this is being considered, the Rector will notify the volunteer and give them an opportunity to respond before any final decision is made.