



HOLY FAMILY

CATHOLIC PRIMARY SCHOOL MENAI

1D Anzac Road, Menai NSW 2234

P (02) 9543 2614 E info@hfmenai.catholic.edu.au

PARENT VOLUNTEER INFORMATION

Holy Family Catholic Primary School is committed to ensuring that our school provides a safe and productive learning environment for students. We value the input and time given by the many volunteers who help create such an environment.

Parents are warmly welcome to join in all school liturgical celebrations and school events. The Child Protection Act obliges schools to check every person who has contact with children. We value the input and time given by the many volunteers in our school. Volunteer opportunities include things such as supporting students within the classroom, excursions and school sporting carnivals.

If you wish to apply to volunteer you must complete the **SCS' Visitor WWCC Verification Process**, by visiting <https://sydcatholicschools.nsw.edu.au/child-safe-communities/visitor-wwcc>.

As part of the process, you will be required to complete the following steps:

1. View the SCS' Child Safety Induction Presentation,
2. Complete the Visitor WWCC Verification Process Registration Form,
3. Complete the SCS' Safe Schools Expectation Undertaking ("Undertaking"), and
4. Read, understand and adhere to SCS' Child Safety Related Policies and guidelines.

Upon submitting the Visitor WWCC Verification Process Registration Form and completing the Undertaking, you will be screened and verified by SCS' People & Culture Services team and you will be provided with written confirmation via email once you are cleared for engagement. **You must notify the School once you have received clearance to be engaged.**

Once you have been cleared for engagement, you will be prompted each year to complete an annual Undertaking in order to maintain your clearance. People & Culture also will notify you when your WWCC is due for renewal. You must notify P&C Services of any changes to your WWCC status, including once this has been renewed. Please note it is your responsibility to ensure you have completed this process.

Please note that volunteers are permitted to attend the school, and engage with students, only at the permission and discretion of the Principal. We thank you for your support in ensuring a safe learning environment for our students and the safe workplace for our volunteers.

In addition to the information in the SCS Presentation, please be aware of the following that relate specifically to Holy Family:

- you must sign in and out of the school office
- if we have an evacuation or lock down, please follow the directions of the teacher
- only use the adult bathrooms next to the MPH (near canteen)
- always remain in the line of sight of the teacher and never be in a space alone with a student
- if you need assistance in managing a situation please see the teacher, Assistant Principal or Principal



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provide their WWCC number to the school office **annually**.

Please see the Volunteer Resource Kit linked below, as it provides important information about child and workplace safety and volunteer expectations and procedures.

[Volunteer Resource Kit](#)