



# HEALESVILLE HIGH SCHOOL

## VOLUNTEER INDUCTION BOOKLET

Welcome to Healesville High School. We value the important contribution volunteers make to our school community and appreciate the support provided to our students, staff and programs.

This induction booklet outlines the expectations, responsibilities and child safety requirements for all volunteers working at Healesville High School.

Further school policies are available at: [Healesville High School Policies](#)

### OUR COMMITMENT TO CHILD SAFETY

Healesville High School is a child safe organisation committed to protecting students from abuse, harm and neglect in accordance with the Victorian Child Safe Standards.

We are committed to:

- promoting the safety, participation and empowerment of all students
- creating culturally safe and inclusive environments
- fostering respectful relationships
- responding appropriately to child safety concerns
- ensuring all staff, volunteers and visitors understand their responsibilities.

Further information is available in our:

- [Child Safety and Wellbeing Policy](#)
- [Child Safety Code of Conduct](#)

Department information about the Child Safe Standards is available at:

[Victorian Child Safe Standards](#)

## **VOLUNTEER RESPONSIBILITIES**

All volunteers are expected to:

- follow school policies and procedures
- act respectfully and professionally
- support the wellbeing and safety of students
- follow directions provided by staff
- maintain appropriate professional boundaries
- report any child safety or wellbeing concerns
- comply with sign-in and supervision requirements
- respect privacy and confidentiality obligations.

Volunteers must not:

- engage in inappropriate conduct with students
- use discriminatory or offensive language
- contact students through personal social media or messaging platforms
- photograph students unless authorised
- share confidential student information.

## **CHILD SAFETY CODE OF CONDUCT**

All volunteers must comply with the Healesville High School Child Safety Code of Conduct.

This includes:

- treating students with dignity and respect
- modelling positive and inclusive behaviour
- supporting cultural safety for Aboriginal and Torres Strait Islander students
- supporting students from diverse backgrounds
- avoiding behaviour that may be perceived as grooming or inappropriate
- responding appropriately to concerns or disclosures.

Further Department guidance is available at: [Child Safety Code of Conduct Guidance](#)

## **CHILD SAFETY AND WELLBEING POLICY**

The Healesville High School Child Safety and Wellbeing Policy outlines:

- the school's commitment to child safety
- child safe practices and expectations
- reporting procedures
- cultural safety and inclusion practices
- volunteer responsibilities.

All volunteers are expected to familiarise themselves with this policy prior to commencing volunteer duties.

School policies are available at: [Healesville High School Policies](#)

## **MANAGING COMPLAINTS AND CONCERNS RELATED TO CHILD ABUSE**

All concerns regarding child safety or suspected child abuse must be taken seriously.

Volunteers must immediately report concerns to:

- the Principal
- an Assistant Principal
- a member of the Wellbeing Team
- the supervising staff member.

Volunteers must not:

- investigate concerns themselves
- ask leading questions
- promise confidentiality
- discuss concerns with other parents, volunteers or students.

The school follows the Department of Education's:

- Four Critical Actions for Schools
- Child Abuse (including grooming) – Identification and Response procedures
- Reportable Conduct Scheme obligations.

Department guidance is available at:

- [Four Critical Actions for Schools](#)
- [Identifying and Responding to Child Abuse](#)

## REPORTING OBLIGATIONS

Volunteers must act if they:

- witness inappropriate behaviour involving a student
- receive a disclosure from a student
- suspect abuse, neglect or grooming
- become aware of a child safety risk.

If a concern arises:

1. Remain calm and supportive.
2. Report the concern immediately to school staff.
3. Provide factual information only.
4. Maintain confidentiality.

It is not the role of volunteers to determine whether abuse has occurred. Your responsibility is to report concerns promptly.

Further information is available at: [Mandatory Reporting and Other Obligations](#)

## INFORMATION SHARING AND PRIVACY

Volunteers may become aware of confidential student or family information while supporting school activities.

All volunteers must:

- respect privacy and confidentiality
- only share information with appropriate school staff
- securely manage any information provided by the school
- avoid discussing student matters outside the school environment.

Student information must never be shared on social media or with unauthorised individuals.

Further information is available at:

- [Schools' Privacy Policy](#)
- [Child Information Sharing Scheme](#)

## **RECORD KEEPING OBLIGATIONS**

Where volunteers assist with activities involving attendance, supervision or incidents, all information must be:

- accurate
- factual
- timely
- provided directly to supervising staff.

Volunteers must not retain copies of confidential school records or student information.

Department guidance is available at [Records Management – School Records](#)

## **WORKING WITH CHILDREN CHECKS**

Where required, volunteers must:

- hold a valid Working with Children Check (WWCC)
- provide evidence of their WWCC to the school prior to volunteering
- notify the school of any changes to their WWCC status.

Further information is available at [Working with Children Checks Information](#)

## **SIGN IN PROCEDURES**

All volunteers are required to:

- sign in at the General Office upon arrival
- wear identification where required
- sign out when leaving the school grounds.

## **OCCUPATIONAL HEALTH AND SAFETY**

Healesville High School is committed to maintaining a safe environment for staff, students, volunteers and visitors.

Volunteers must:

- follow staff instructions
- report hazards or incidents immediately
- comply with emergency procedures
- work safely at all times.

In an emergency, volunteers must follow the directions of school staff.

Further information is available at: [Volunteer OHS Management](#)

## **QUESTIONS OR CONCERNS**

If you have any questions regarding volunteering, child safety or your responsibilities, please contact:

### **Healesville High School**

10 Camerons Road, Healesville VIC 3777

Phone: (03) 5962 4088

Email: [healesville.hs@education.vic.gov.au](mailto:healesville.hs@education.vic.gov.au)

Website: [Healesville High School](#)

## **VOLUNTEER DECLARATION**

I acknowledge that I have read and understood the Healesville High School Volunteer Induction Booklet and agree to comply with all school policies, procedures and child safety expectations.

**Volunteer Name**

Signature

Date

Staff Member Witnessing