



Welcome
**VOLUNTEER
RECRUITMENT
PRESENTATION**

MARCELLIN COLLEGE
STRIVE FOR THE HIGHEST



CONTENTS

- Value of volunteers
- Child Safe policies and Codes of Conduct
- Child Safe Officers
- How to raise concerns regarding child safety
- OHS matters
- Your workspace and supervisor's role



VALUE OF VOLUNTEERS



VOLUNTEERS RECRUITMENT INFORMATION



VOLUNTEERING AT MARCELLIN COLLEGE

<https://youtu.be/4xOsEFsteR8>

SO WHAT HAS CHANGED FROM THREE YEARS AGO?

New Child Safe policies and Codes of Conduct under Ministerial Order No. 1359

Volunteers:

- are treated the same way as employees
- must formally apply for positions
- must meet the position's child safety requirements
- attend our volunteer induction and complete all required training.

Schools must:

- have a position description attached to the role
- ask child safe related questions to determine suitability
- keep records of volunteers' qualifications (e.g., WWCC)
- conduct reference checks
- have an induction and training process.

These changes assist in safeguarding our students, staff, volunteers and contractors.



CHILD SAFE POLICIES AND CODES OF CONDUCT

Marcellin College is committed to child safety and wellbeing, and to creating a child safe and child-friendly environment.

The following documents outline appropriate standards of behaviour and provide examples of inappropriate behaviour. These are including in our online onboarding packs sent to successful applicants:

- [Marist Child Safe Adult Code of Conduct](#)
- [Staff and Student Professional Boundaries](#)
- [Volunteers Responsibilities](#)
- [Child Safeguarding Policy](#)



CHILD SAFEGUARDING KEEPING STUDENTS SAFE

At Marcellin College we,

Value the Marist characteristic of Simplicity, which means we provide clear and direct information to students about what we do to keep them safe.

Know that Child Safeguarding is about keeping students safe from harm or abuse by others.

Take Child Safeguarding seriously and have in place structures to create a safe environment for students.

Know that all our staff have a responsibility to keep students safe from harm.

We provide the steps for our staff to take action if they are concerned a student is not safe and at risk of harm, in line with Victorian law.

Want students to be aware of behaviours, situations and people that they feel might be unsafe or harmful.

Want students to speak to a staff member if they believe that they or someone they know feel unsafe or are at risk of harm.

Expect staff members to respect the dignity of students who disclose information, keep details private and only share information with the Child Safeguarding Officers who need to know.

Have trained Child Safeguarding Officers that students can talk to.



VOLUNTEERS RECRUITMENT INFORMATION



CHILD SAFETY QUESTIONS


- Have you ever been the subject of an allegation of improper or unprofessional conduct, which has been substantiated by an employer or any other body?
- Have you ever been the subject of an investigation by an employer or any other body?
- Have you been found guilty of a criminal offence or do you currently have any pending criminal charges?



2024 CHILD SAFEGUARDING OFFICERS



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College Counsellors
 House Leaders
 Teachers & Leaders
 College Leadership



VOLUNTEERS RECRUITMENT INFORMATION

IDENTIFYING SIGNS OF CHILD ABUSE

Examples of some physical and behavioural indicators of child abuse:

Physical abuse	Sexual abuse	Grooming	Emotional/ Psychological harm	Neglect	Family violence
<ul style="list-style-type: none"> • Disclosure of abuse by child, friend, family member • Burns that show the shape of an object used to make them (e.g. cigarette, iron) • Injuries inconsistent with the explanation offered • Wearing clothes unsuitable for weather conditions to hide injuries • Unusually nervous, hyperactive, aggressive, disruptive and destructive to self/others • Habitual absence without reasonable explanation • Overly compliant, passive, withdrawn 	<ul style="list-style-type: none"> • Disclosure of abuse by child, friend, family member • Unusual fear of physical contact with adults • Fear of home, specific places • Persistent and age-inappropriate sexual activity • Injury to areas of the body such as buttocks or upper thighs • Discomfort urinating or defecating • Injury to genital or rectal area 	<ul style="list-style-type: none"> • Developing an unusually close connection with an older person • Possessing gifts, money and expensive items given by the 'friend' • Being excessively secretive about their use of communication technology, including social media • Being dishonest about where they've been and whom they've been with 	<ul style="list-style-type: none"> • Low tolerance or frustration • Behaviours that are not age-appropriate • Violent drawings or writing • Overly compliant, passive and undemanding behaviour • Poor self-image and low self-esteem • Poor social and interpersonal skills • Unexplained mood swings, depression, self harm 	<ul style="list-style-type: none"> • Appearing consistently dirty and unwashed • Consistently inappropriately dressed for weather conditions • Consistently hungry, tired and listless • Unattended health problems and lack of routine medical care • Begging for or stealing food • Gorging when food is available • Indiscriminate acts of affection and excessive friendliness towards strangers 	<ul style="list-style-type: none"> • Signs of physical, emotional or psychological abuse • Violent/aggressive behaviour and language • Depression and anxiety • Difficulty adjusting to change • Extremely demanding, attention seeking behaviour • Demonstrated fear of parents, carers or guardians and of going home • Participating in dangerous risk-taking behaviour to impress peers

HOW TO RAISE CONCERNS REGARDING CHILD SAFETY

- You have a duty of care to adequately protect children in your care from harm by:
 - acting on concerns and suspicions of abuse quickly and in the child's best interests
 - seeking appropriate advice or consulting when unsure
 - reporting a belief or suspicion that a child is being, or has been, subjected to any form of abuse to the Department of Families, Fairness and Housing (Child Protection) and/or Victoria Police
 - Sharing information, upon request, to assist DFFH or Victoria Police to investigate the suspected abuse and protect/promote the wellbeing and development of a child
- For guidance on making a report or questions regarding child safety and wellbeing, contact one of our Child Safeguarding Officers.
- If a child is in immediate danger, call the Police on 000.

All concerns about the safety and wellbeing of a child, or the conduct of a staff member, contractor or volunteer should be acted upon as soon as practicable. Early intervention can save lives.



OHS MATTERS

- Marcellin College is committed to the provision of a safe and healthy work environment for all students, staff, contractors, visitors and volunteers.
- Please familiarise yourself with the [Occupational Health and Safety Policy](#) and complete the e-Learning module
- Use the online [OHS Safety Incident Form](#) to notify the College of all OHS incidents and near misses
(Student injuries are recorded using a separate form – see pg. 11 of the Volunteer Handbook).
- Feedback on the safety of our workplace? Send an email to ohs@marcellin.vic.edu.au



STEPS IN THE PROCESS

1. Apply through the volunteers site via the College website completing all details.
<https://www.marcellin.vic.edu.au/community/volunteering/>
2. Provide one referee – these can be employers, friends, colleagues, etc.
3. Participate in an Induction – doing it now 😊
4. Read relevant policies and acknowledge through the onboarding process
5. Start volunteering 😊



YOUR WORKSPACE AND SUPERVISOR'S ROLE

- Be aware of OHS risks in your workspace
- Your supervisor's role is to induct you and ensure you are welcomed and confident in your role.

CHECKLIST

TASK	WHERE	HOW	BY	INITIAL
Welcome		Attendance at scheduled time	Leadership	
Introduction to team members		Attendance at scheduled time	Direct Manager/Supervisor	
Duties and Responsibilities	Position Description	Understanding of PD	Direct Manager/Supervisor	
Layout of College grounds and facilities	College Map	Identify buildings and facilities on map		
Parking		Identify parking areas on map		
Tour of the work environment (e.g. toilets, lunchroom, meeting room, first aid facilities)				



CURRENT VOLUNTEER LEADS

Parents and Friends Group – Pamela Frost

Canteen – Gerry Barney

Sports Officials – Ben Reynolds

Second-Hand Uniform shop – Jo Bourke
(departing Term 2)

Friends of Music & Performing Arts –
Andrew Short

Business & Community Network Group –
Mark Cooper





Strive for the highest
Be. Become.