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**Safeguarding & Child Protection Induction Checklist for Volunteers**

Catholic Schools Broken Bay take our responsibility to protect children seriously.  All staff and those engaged by the school are expected to promote child safety by having a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

​In particular each school will:

1. Maintain professionalism in our interactions with children at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
2. Follow an established process to address allegations of inappropriate behaviour by staff towards children.
3. Ensure all people working in our school including parent volunteers, are appropriately screened for working with children.
4. Respond appropriately when we suspect a child is at risk of significant harm due to possible abuse or neglect by a parent/carer or other adult.

Name of volunteer:

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Role of volunteer:

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School: St Martin’s Catholic Primary School, Davidson

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Date commenced:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of volunteer:

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**Pre-engagement checks**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Completed** | **Date** |
| Contractor declaration *(either* | YES |  |
| WWCC number sent to CSBB (if Volunteer/Contractor declaration is not required) | N/A | N/A |

**Child Protection professional development**

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Completed** | **Date** |
| PowerPoint Induction Training | YES |  |

**Policy/Guidelines/Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Provided to volunteer** | **Date provided** | **Signed off** |
| **Policy:**  Addressing Allegations of Inappropriate Behaviour by Staff (AAE) (electronic or paper) | YES |  |  |
| **Policy:**  Managing RoSH & WB Concerns (electronic or paper) | YES |  |  |
| **Policy:**  WWCC Child Protection Policy (electronic or paper) | YES |  |  |
| **Information:**  Do's and Don'ts Reference Sheet (paper) | YES |  |  |

**Office use only:**

Name of staff completing form: Joanna Litchfield

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Role of staff: Senior Admin Officer

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Signature of staff completing the checklist:

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Principal’s name: Adrian Pulley

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Principal’s signature:

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Date completed:

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