

Child Safety and OHS Induction Pack Volunteers



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Wedge Park Primary School on 03 9743 7595 or wedge.park.ps@education.vic.gov.au.

PURPOSE

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Wedge Park Primary School volunteers are familiar with our policies and procedures relating to child safety and OHS and understand the important role they play in maintaining and promoting the safety of our staff and students.

Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

KEY MESSAGES

- Wedge Park Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy, and respected.
- We are committed to creating inclusive environment where diversity is supported, and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something does not feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community, you should speak to the Principal or Assistant Principal. If this would not be appropriate in the circumstances, you can contact the South Western Victoria Regional Office of the Department of Education and Training on 1300 333 232.

INDUCTION MATERIALS – MUST READ

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please find attached hard copies of our school polices and OHS handbook and hyperlinks to DET websites.

- Wedge Park Primary School Volunteer Induction Handbook
- Wedge Park Primary School Volunteers Policy
- Wedge Park Primary School Child Safety Policy
- Wedge Park Primary School Child Safety Responding and Reporting Obligations Policy and Procedures
- Wedge Park Primary School Child Safety Code of Conduct
- [PROTECT: Four Critical Actions for Schools – Responding to incidents, disclosures and suspicions of child abuse](#)
- [PROTECT: Identify child abuse](#)

CONTACT

We value your feedback on ways we can continue to improve and strengthen our child safety approach and OHS procedures. We encourage you to contact a member of Principal Team with any comments or questions.