



Collinsvale Primary School

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Volunteering at Collinsvale Primary School

Volunteers are invaluable and play an important role in our school community at Collinsvale Primary.

We have many opportunities to volunteer including Breakfast Club, book club, Student Banking Program, reading tutor groups, fundraising, attending excursions, helping at special events, School Association and general parent help in the classroom.

In an effort to make your time here as rewarding and productive as possible we have developed the following guidelines and expectations and we ask that you read these before you make a commitment to volunteer.

All volunteers require a Working with Vulnerable People Check. This is an online process and applications take approximately 6 weeks to be approved. Please contact the school office if you need assistance with this.

Due to Occupational Health & Safety regulations all volunteers who work with food in the kitchen must wear gloves, have long hair tied back and unfortunately non-school age siblings or small children are not permitted to be in the kitchen area at any time – therefore due to duty of care issues we ask that all volunteers with small children leave them with an alternate carer.

If you volunteer the school will:

- Support you with training and development
- Support you to obtain the relevant departmental and legal checks
- Advise of changes to programs and timetables in a timely manner

If you volunteer you will:

- Sign in /out at the school office
- Be on time and prepared
- Follow the Respectful Schools policy
- Have a current Working with Vulnerable People Check
- Contact the school office if you are unable to attend for any reason

We look forward to working with you! Please don't hesitate to contact the office with any further questions.

Kel Innis
Principal