

VOLUNTEERING AT LYONS EARLY CHILDHOOD SCHOOL (LECS)

At LECS we welcome parent assistance in our learning spaces and as part of any school activity. When you help out you are considered a volunteer.

This information in the Volunteer Pack gives you clear advice on your role as a volunteer at school and your responsibilities in relation to the school and directorate policy and procedures for volunteers.

The rules for volunteers and visitors have been changed by the introduction in the ACT of the *Working with Vulnerable People (Background Checking) Act 2011*.

It is now an offence for an employee, volunteer or visitor to have contact with children whilst ‘engaging in a regulated activity’ (explained in the attached information) without carrying a valid registration card.

There will be no change for parents collecting or delivering children, or attending school events such as sports days, whole school gatherings or concerts. For further information: [www.ors.act.gov.au/resources/attachments/Compliance_Co_mplaints - Fact Sheet.pdf](http://www.ors.act.gov.au/resources/attachments/Compliance_Co_mplaints_-_Fact_Sheet.pdf)

PLEASE NOTE: There is no fee for volunteers to apply for registration.

One key piece of information:

Engaging in a regulated activity for more than 3 days in any 4 week period or 7 days in any 12 month period requires you as a volunteer to register. You will be asked to show the card when assisting at school.

Examples of when you would require a valid registration card to assist as a volunteer at LECS:

1. Coming with us on a Mt Oakey walk more than 3 times in a month
2. Helping in a learning space more than 3 times in a month

To assist schools in providing a safe environment and a positive educational climate, volunteers and visitors will be asked to comply with the Directorate's [Code of Conduct for Volunteers and Visitors](#).

All [volunteers](#) and [visitors](#) must provide a completed *Nomination Form* to each school before commencement of activities.

A volunteer or visitor should complete the form annually and will need to provide an updated form when personal details change.

The Daily Sign in Forms will record the date, start and finish times and the tasks undertaken by a volunteer or visitor and should be completed for each visit.

The Daily Sign in Form will provide proof of involvement as a volunteer for ACT Insurance Authority purposes.

Volunteers who support educational programs will be covered by defined personal accident insurance as detailed in the [Insurance Arrangements for Volunteers Information Sheet](#). Volunteers may wish to consider whether they need to take out any additional form of insurance. Insurance coverage for volunteers is generated when the completed Volunteer Nomination Form is received by the school.

Thank you for helping to support children's learning at LECS. I trust you will find your time as a volunteer at our school enjoyable and rewarding.

IMPORTANT INFORMATION for all visitors and volunteers at LECS

Visitors and volunteers in our school are required to report to the Principal suspicions or beliefs of abuse or neglect developed in your work at school. Please inform the Principal if you have any concerns at all.

Thank you for helping us to maintain a happy and safe environment for us all. Please do not hesitate to ask any questions or have something clarified.

Principal Mary

March 2015