

VOLUNTEERING AT LYONS EARLY CHILDHOOD SCHOOL (LECS)

Would you like to walk up Oakey Hill with us?

Would you like to help out in learning spaces?

These are just two examples of volunteering at LECS. We welcome any parent or carer who would like to volunteer. These are the procedures that volunteers at our school must follow:

1. **NOW:** Collect a Volunteer Pack from Reception (or ask us to email one to you). This includes a nomination form. One form per person is required. We can provide more than one form to a family.
2. **BEFORE THE DAY OF VOLUNTEERING-**Check with the class teacher for any information you need
3. **ON THE DAY OF VOLUNTEERING-**Record, on your nomination form (held at Reception) the details of the activity AND sign in and out at Reception (in the Volunteer folder)
4. If you volunteer for more than 3 days per month, you must have a Working with Vulnerable People (WWVP) card. It's free. Consider applying for a registration card BEFORE you reach this limit. Enquire at Reception.
5. **IF YOU HAVE A WWVP card** keep track of its expiry date. The school will need to sight your card before you can volunteer more than 3 days per month. Please show it at Reception.-

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.

Thanks for helping us to maintain a happy and safe environment for all.