



ST THOMAS SCHOOL AND PRESCHOOL
FAITH FAMILY FUTURE

13th September 2024

Dear Parents & Caregivers

Volunteering at St Thomas School and Preschool

Thank you for your willingness to become a volunteer at our school. As you well know, volunteers play an important role in the education of our children. We are very grateful for the significant part that you play in this.

The purpose of this letter is to remind you of the requirements for being a Volunteer in Catholic Education South Australia. Your Volunteer Registration has a duration of 5 years.

As a Volunteer you will be required to:

- Complete CESA Volunteer Details Form and Declaration;
- Hold a valid and current Police Clearance;
- Complete the online training module for Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) and provide the completion certificate to the school;
- Be properly inducted every 5 years including Work Health and Safety and Protective Practices for Volunteers.

All volunteers are required to complete an induction before commencing active work as a Volunteer. You may be a brand-new Volunteer, requiring a first time Induction, **or** you may be an existing Volunteer, requiring an **update** because your 5-year Volunteer Registration has expired, and a new 5-year period has begun. Inductions are required for both of these cases.

A number of induction sessions will be held each term – details of the scheduled dates will be provided in a notice on Audiri.

If you would like an information pack with all the relevant forms, they are available from the Front Office or they can be sent via email. If you have any questions about registering as a volunteer, renewals or induction sessions, please contact Megan Phillips at mphillips@stg.catholic.edu.au.

We look forward to working with you in support of our students.

Yours sincerely

Belinda Burford
Principal