



Volunteer Child Safe Induction Checklist

Workplace	Karingal Primary School Mallum Avenue Frankston 3199	
Volunteer Induction – The Workplace Manager is to ensure that volunteer workers have been provided with the following information and/or instructions.		Provided
Volunteer Induction Handbook		<input type="checkbox"/> Yes
The Volunteer Worker OHS Induction Checklist is complete		<input type="checkbox"/> Yes
A current copy of your WWWC or VIT has been supplied Expiry Date: ___/___/20___		<input type="checkbox"/> Yes
Emergency Contact List provided		<input type="checkbox"/> Yes
Confidentiality Agreement		
<p>As a volunteer at Karingal Primary School, I understand that I may become privy to information regarding education, social, emotional or financial situation of individuals associated with the school.</p> <p>Given the sensitive and confidential nature of this information, I give my undertaking that I will not transfer this information to anybody outside the school or inside the school in a public place. To do otherwise may make me liable to prosecution under the Victorian Privacy Laws.</p>		
Child Safe Code of Conduct		
<p>I have read and understood the Child Safe Code of Conduct located in the attached document.</p> <p>By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Karingal Primary School's leadership.</p> <p>If you believe a child is at immediate risk of abuse phone 000.</p>		
Signatures		
Volunteer Workers		
<i>I have been provided with and understand (as indicated above) and will comply with all instructions.</i>		
Name:	Signature:	
	Date:	
Workplace Manager		
<i>I certify that the volunteer has completed an OHS & Child Safe Induction.</i>		
Name:	Signature:	
	Date:	