

SECTION A: YOUR PERSONAL DETAILS			
LEGAL NAME:			
PREFERRED NAME:			
RESIDENTIAL ADDRESS:			
POSTAL ADDRESS: SAME AS ABOVE <input type="checkbox"/>			
MOBILE NUMBER:			
EMAIL:			
DATE OF BIRTH:		GENDER:	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> OTHER
COUNTRY OF BIRTH:			
ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> PREFER NOT TO SAY
LANGUAGES YOU SPEAK OTHER THAN ENGLISH:			
EMERGENCY CONTACT NAME:			
EMERGENCY CONTACT NUMBER:		RELATIONSHIP:	
ARE YOU A PARENT OR A GUARDIAN OF CHILDREN AT THIS SCHOOL?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IF YES, PLEASE LIST THE NAMES OF CHILDREN ENROLLED:			
ARE YOU AN OLD SCHOLAR FROM THE HEIGHTS SCHOOL? WHAT YEAR DID YOU GRADUATE?			
SECTION B: MEDICAL			
Do you have any psychological or medical conditions that might affect your ability to volunteer or anything we need to know in case of an emergency? For example, diabetes, asthma, severe food allergy, epilepsy?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please provide details here and discuss at your interview:			
Do you require any special assistance due to a disability?			<input type="checkbox"/> YES <input type="checkbox"/> NO

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SECTION C: YOUR VOLUNTEERING, EMPLOYMENT OR STUDY DETAILS

Tell us about something you have done recently:

NAME OF ORGANISATION:

ORGANISATION CONTACT NUMBER:

SECTION D: YOUR PERSONAL REFEREES

We will contact these people to find out a bit more about you. A referee can be someone at our school who already knows you.

REFEREE 1 - NAME:		EMAIL OR PHONE NUMBER:	
REFEREE 2 - NAME:		EMAIL OR PHONE NUMBER:	
How do you know this person? (Referee 1)	<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Employer
	<input type="checkbox"/> Volunteer Co-ordinator	<input type="checkbox"/> Other (please specify)	
How do you know this person? (Referee 2)	<input type="checkbox"/> Friend	<input type="checkbox"/> Relative	<input type="checkbox"/> Employer
	<input type="checkbox"/> Volunteer Co-ordinator	<input type="checkbox"/> Other (please specify)	

AREAS YOU WOULD LIKE TO VOLUNTEER?

<input type="checkbox"/> Camps	<input type="checkbox"/> Classroom	<input type="checkbox"/> Excursions	<input type="checkbox"/> Grounds / Facilities	<input type="checkbox"/> Governing Council
<input type="checkbox"/> Immunisations	<input type="checkbox"/> International Student Homestay Program	<input type="checkbox"/> Resource Centre	<input type="checkbox"/> Stephanie Alexander Kitchen Program	<input type="checkbox"/> Performing Arts
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Stall Events	<input type="checkbox"/> Wakakirri <i>(Junior Primary Story/Dance Festival)</i>	<input type="checkbox"/> Where needed	

WHAT DAY(S) AND TIMES ARE YOU AVAILABLE TO VOLUNTEER?

TELL US ABOUT YOURSELF ...

List any skills, qualifications or interests that may contribute to your role as a volunteer. For example, mentoring, gardening, cooking, storytelling, sports, administration, sport etc.

SECTION D: PHOTO PERMISSION

Do you consent to your photo being used in school publications such as our newsletter, Facebook page and website?

 YES

 NO

SECTION E: MANDATORY CLEARANCE & ONLINE TRAINING

WORKING WITH CHILDREN CHECK (WWCC)

By law, people volunteering with children in South Australia must have a volunteer **Working With Children Check (WWCC)**. This mandatory clearance is issued by the Department for Human Services Screening Unit (DHS for short) and is an assessment of whether a person poses an unacceptable risk to children. The check is free and will be organised by our Community Liaison if you do not have one (form to initiate application is attached). The DHS advise it can take up to six weeks to process your application. This is required to be renewed every 5 years and has ongoing monitoring during that time.

For further information about this clearance please click on or type the following link into your internet browser:
<https://screening.sa.gov.au/types-of-check/working-with-children-check/volunteering-with-children>

ONLINE TRAINING

You will need to complete the two training modules mentioned below to volunteer. They are both free and available through Plink, an online learning management system used within the Department for Education South Australia. To start you need to create a non-Department account at www.plink.sa.edu.au/pages/signup.jsf or log into your existing account if you already have one.

If you experience any issues with your account or training modules, please contact Plink directly on 8463 5609 or email education.ranec@sa.gov.au.

- **RESPONDING TO RISKS OF HARM, ABUSE AND NEGLECT - EDUCATION AND CARE MANDATORY NOTIFICATION TRAINING (RRHAN-EC)**

This mandatory notification training is about child protection within an education setting and required to be renewed every 3 years.

Please read important information about <https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses/new-criminal-offences-under-statutes-amendment-child-sexual-abuse-act-2021> under [https://www.legislation.sa.gov.au/lz/path=/c/a/statutes%20amendment%20\(child%20sexual%20abuse\)%20act%202021](https://www.legislation.sa.gov.au/lz/path=/c/a/statutes%20amendment%20(child%20sexual%20abuse)%20act%202021) that came into operation on 1 June 2022.

- **GENERAL VOLUNTEER INDUCTION**

This Plink course covers various topics such as policies, work health and safety responsibilities. This certificate is not required to be renewed.

SECTION F: MANDATORY CLEARANCE & ONLINE TRAINING CERTIFICATES

I understand and agree that I cannot commence volunteering until I have completed and provided the school with the following documents listed and an onsite induction with the school Community Liaison Officer.

<p>Do you have a current volunteer Working With Children Check issued by the Department of Human Services Screening Unit? If yes, please provide us with a copy and /or screening reference number: _____</p> <p><i>If you do not, please complete the Initiate Volunteer WWCC form below that gives The Heights School permission to initiate the application on your behalf.</i></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Do you have a current RRHAN-EC certificate? If yes, please provide us with a copy. If you have not completed this training, please refer to the how to instructions on page 3 of this form.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<p>Have you completed the Online General Volunteer Induction? If yes, please provide us with a copy. If no, please refer to instructions on page 3 of this form.</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

<p>COMMENTS:</p>			
<p>SIGNATURE:</p>		<p>DATE:</p>	

**PLEASE RETURN THIS FORM BY EMAIL TO DL.1430.VOLUNTEERS@SCHOOLS.SA.EDU.AU
OR YOU ARE WELCOME TO DROP IT OFF TO OUR FRONT RECEPTION.**

**IF YOU HAVE ANY QUESTIONS OR REQUIRE FURTHER INFORMATION
PLEASE CONTACT OUR COMMUNITY LIAISON VIA THE SCHOOL ON 8242 8900**

DECLARATION

To ensure that we meet our commitment to child safety, we need this information and declaration from you. If you have any questions about this declaration, please talk to the school Community Liaison Officer.

Have you ever been investigated or found guilty of any criminal offence, including any traffic offences not resolved by expiation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been dismissed or resigned from any employment or a volunteer role in response to or following allegations of improper conduct relating to children?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations or an investigation or any other process relating to alleged misconduct by you as a volunteer or an employee?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been the subject of allegations of inappropriate conduct of a violent or sexual nature towards or in relation to anyone?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been refused a child-related employment screening or working with children check in South Australia or in another Australian jurisdiction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a prohibited person, as identified in the <i>Child Safety (Prohibited Persons) Act 2016</i> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Note: If you answered 'yes' to any of the above questions, you might be asked for more details, including any relevant documentation, before you can be placed as a volunteer.	
You understand that if the information in this application or declaration changes, it is your responsibility to advise the education and early childhood service leader as soon as possible.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I confirm and declare that to the best of my knowledge I have truthfully answered all questions. I understand that if I provide any false or misleading information I cannot start or stay on as a volunteer.

Volunteer signature: _____ Date: _____

The information you provide will be treated sensitively and confidentiality according to the [State Records Act 1997](#) and the [Information Privacy Principles Instruction](#).

OFFICE USE ONLY:

Site leader: Proof of ID sighted File created, stored securely and confidentially

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