



# Our Lady of the Way Primary School

17 Troy Street, Emu Plains NSW 2750

Phone: (02) 4777 7200

Email: OLOW@parra.catholic.edu.au

Web: <http://www.olowemplains.catholic.edu.au>



follow us [twitter](#)

find us on [facebook](#)

## Important Changes for Parent Helpers / Volunteers

Dear Parents, Carers and Grandparents,

As a school, we are committed to developing protective practices to ensure that children and young people in our care are safe. The Australian Government has policies and procedures relating to child protection. The NSW Department of Education and Training, as an agency responsible for the care and welfare of students in schools, has a charter to protect the young people in its care from all forms of abuse.

All parent helpers and volunteers at OLOW need to fill in an online Volunteers Form (which will determine if you need a Working with Children Check number) and you will also need to complete an online Child Protection Training module every two years.

Examples of volunteer workers in a school include:

- \* Music Helpers
- \* Reading Helpers
- \* Maths Helpers
- \* Computer Tutors
- \* Library Helpers
- \* Excursion Helpers
- \* Classroom General Helpers
- \* Sports Carnival Helpers

To complete the online form and module, please go to:

<http://childprotection.parra.catholic.edu.au/volunteers>

**BUILDING CHILD SAFE COMMUNITIES**

OVERVIEW EMPLOYMENT VOLUNTEERS CONTRACTORS

### Volunteers

Thank you for your interest in volunteering. The opportunities provided to students are greatly enhanced by the contribution of volunteers.

**Step 1: Complete 'Building Child Safe Communities - Undertaking for Volunteers' Form**

You will need to complete a Volunteers Form for **each location** that you volunteer. A notification of your successful completion of the form will be sent via e-mail to the volunteering location and also to your email address.

[VOLUNTEER FORM](#) [PRIVACY STATEMENT](#)

**Step 2: Complete the online training module**

It is a system requirement that the online training module be completed by all volunteers commencing at any of our locations and the training needs to be completed every second year.

- Open the module by clicking the **Start** link below.
- Read through the presentation.
- Complete and submit quiz questions (this will take approximately 10 minutes).

[TRAINING MODULE](#) [PRIVACY STATEMENT](#)

**SEARCH**

All Sources

**CONTACT US**

For child protection matters contact:  
**John Honan**  
p 9407 7006

For Risk of Significant Harm issues contact:  
**Cate Munro**  
p 9407 7008

For Working With Children Background Checks contact:  
**Kasia Mulukin**  
p 9840 5674

**Confidential fax**  
f 9840 5681

[Send us an email](#)

Please click on 'Volunteer Form' and fill that in. Once completed, you will need to return to the above page and this time click on the 'Training Module' button. That will take you to a video presentation regarding child protection and there will be a short quiz at the end.

You will receive a confirmation email once the form has been completed, and another email once the training module and quiz have been finished. Your details are maintained confidentially in a central database and a copy of your confirmations are emailed to OLOW.

If you are unsure whether your training is up to date, please contact the office and the office staff will be able to help you.

Please note: When you come to school to help out in any area of the school, or if you are attending an excursion, you are required to sign in and out at the office. This is a mandatory requirement for all schools.

To ensure the safety and welfare of all children at Our Lady of the Way, a record of volunteers who have complied with this requirement is kept at the office. Before any parent helpers are selected for excursions, it is standard practice to check that both of these requirements have been met.

Grandparents who would like to help in any way are also very welcome to comply with these requirements and be added to our list.

Thank you for your generous support, enthusiasm and willingness to get involved and thank you for working together to ensure our children are kept safe at all times.

Yours sincerely

**Sue Veling**  
Principal