



Volunteers at Investigator College

Information for Parents/Caregivers and Families

Investigator College encourages and welcomes parents and friends to be part of our activities. Investigator Volunteers help in a variety of ways including in classrooms, in the Library, on Parents and Friends events, on excursions, and Open Days .

We value highly, and are grateful for, your participation in these aspects of your children's education.

If you are visiting our School to volunteer, we ask that you call into the Front Office where you need to sign in to collect the appropriate lanyard/badge before proceeding on with your business.

This procedure enables us to always ensure the safety of children by identifying legitimate visitors to our School. Also, your presence here is recorded for your safety should an emergency arise.

Please sign out and return the lanyard when you leave the school site.

The School has a Child Safe Policy which speaks to volunteering. The Child Safe policy can be read here: [Policy and Governance — Investigator College](#)

Volunteers at Investigator College are required to follow these steps:

1. Read the Volunteer Information Booklet
2. Complete a Volunteer Agreement Form
3. Undertake RRHAN-EC Certificate (Responding to Risks of Harm Abuse & Neglect) an online child protection training course
4. Complete a Working With Children Screening Check (WWCC)

Volunteers will be assessed for their suitability to work at the School by the Principal/Nominee.

The Principal/Nominee's decision in determining eligibility to work as a volunteer at Investigator College is final. Completing the volunteer registration process may take some weeks due to the WWCC requirement, so we encourage parents/caregivers who are interested in volunteering to start the registration process early.



When attending Investigator College in the capacity of a volunteer, please sign in to the front office and wear the Volunteer lanyard.

- If you are volunteering for an **excursion or off-site event, please sign in/out with the teacher** organising the event (they will have lanyards for you)
- If you are volunteering for an on-site event, please sign in/out and collect your lanyard at the Front Office.

Volunteers at Investigator College are an integral part of school life and participate in many ways, including:

- Reading in the Junior School
- Parents and Friends Association events
- Supervision on excursions
- Sporting event participation
- College Musical
- Canteen support

To become a volunteer, please visit the Investigator College website: [Volunteer Opportunities — Investigator College](#)