

Volunteers – Busy Bees Form



**FREE REFORMED
SCHOOL ASSOCIATION**

My heart I offer to You Lord - promptly and sincerely

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|---|-----|-----|
| 1. Have the Occupational Health & Safety procedures been explained? (As per Proc004 OHS Policy) | Yes | No |
| 2. Is the Busy Bee during School Hours?
<i>(If No, you have completed this checklist)</i> | Yes | No |
| 3. Ensure volunteers do NOT : | | |
| a. Work unsupervised near students | | Yes |
| b. Encourage affection from students by giving presents | | Yes |
| c. Display intimidating behaviour towards students. | | Yes |
| 4. Volunteers are to: | | |
| a. Respect confidentiality and privacy | | Yes |
| b. Be accountable | | Yes |
| c. Be prepared to follow all relevant school policies and procedures. | | Yes |
| 5. Has the Busy Bee been completed? | Yes | No |
| 6. Any incidents / accidents to report?
If yes, please report here: | Yes | No |

Signatures:

Name of Co-ordinating Teacher:

Teacher's Signature:

Date:

Name of Principal:

Principal's Signature

Date:

Volunteers – Education Related Form



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Working with Children Check (WWCC):

All volunteers require a valid WWCC unless the following applies:

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|--|-----|----|
| 1. Volunteers under 18 do not need one. Needed? | Yes | No |
| 2. Parents volunteering in activities, in which their child is involved, do NOT need a WWCC UNLESS they attend an overnight camp. Needed? | Yes | No |
| 3. Short-term visitors to WA who volunteer services for 2 weeks or less in a 1 year period do NOT need a WWCC. Needed? | Yes | No |

Obligations of Volunteers:

Have you passed on the salient points of "Obligations of Volunteers" as found on page 3 of the Volunteers Policy?	Yes	No
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Obligations of School:

Have you acted on the points as expressed in point 6 of the Volunteers Policy?	Yes	No
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Induction:

Have you read Appendix 1 of the volunteers Policy and addressed the relevant points?	Yes
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Declaration:

Have the Volunteer sign the declaration form.	Yes
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Record Keeping:

Has this been done in accordance with point 7 of the Volunteers Policy?	Yes
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Signatures:

Name of Co-ordinating Teacher:

Teacher's Signature:

Date:

Name of Principal:

Principal's Signature

Date: