



Volunteer Procedure

June 2025

Kalangadoo Primary follows the DfE policy where it is relevant to our site

Process:

1. Volunteer fills in an application form
 - Provides photo ID
 - Provides RRHAN-EC for volunteers
 - Provides Working With Children check for volunteers
2. Principal reviews application and completes the suitability checklist and that documentation is correct
3. Principal completes the volunteer role statement and agreement with volunteer
4. Volunteer agreement is signed
5. Induction is completed, along with the induction checklist
6. Any further training is completed
7. Volunteer begins
8. Regular (at least once per term) check in meetings are held with the volunteer