**Department for Education: Volunteer Flow Chart**

Interested volunteer completes a **Volunteer Application form** and returns to Assistant Principal

# Interview with Assistant Principal

**Relevant History Screening process** commenced (volunteer cannot commence their role until identity is verified & clearance is sighted)

**No roles available for the volunteer** Suggest to refer to another site or volunteer organisation or

Volunteer SA & NT

[www.**volunteeringsa**.org.au](http://www.volunteeringsa.org.au/)

**Referee checks** (required to establish volunteer role & suitability)

# Training

as required **Volunteer**

**Induction**

(Online and

on site)

**Volunteer Role Description** *(Can also be provided at interview if role has been determined)*

# Volunteer completes Responding to Abuse & Neglect Education & Care (RAN-EC) Induction Session for Volunteers

#  online training

**Volunteering Agreement**

signed

School **records volunteer details** in EDSAS and a site specific spreadsheet**. All documents stored in an individual volunteer file.**

Volunteer commences role

**NOTE**: If at any stage throughout the recruitment or volunteering period the volunteer is identified as an unsuitable person, the Assistant Principal must withdraw the volunteer’s application or require the volunteer to cease their volunteering at the site.

Site provides volunteer with ongoing support, supervision, training and recognition.



