



2 February 2017

Dear Parents

Under the Commission for Children and Young People and Child Guardian Act 2000, organisations and individuals providing regulated child-related services are responsible for fostering safe service environments for children. Brisbane Catholic Education is captured within this framework.

Since 17 January, 2005, organisations regulated by the Commission's Act have been required to develop and implement child-protection risk management strategies. In order to ensure compliance with the Act it is important that all Brisbane Catholic Education schools adopt volunteer induction procedures. A "volunteer" is defined as "a person who is employed by another person and does not carry out any work for the other person for financial reward."

This package complies with Catholic Education Guidelines for Student Protection. By reading the material and signing the forms, parents who volunteer to help in any way in the school e.g. with class activities, excursions, camps, tuckshops, carols nights, traffic supervision etc are covered.

This package contains:

1. **Handbook for Volunteers** which we ask you to read – please keep this.
2. A copy of the **Volunteer Code of Conduct** – please keep this.
3. The **School Volunteer Register Sheet** – please sign and **return** to school. This may also require details about Blue Cards if you are not a parent of a child in our school. Parent do NOT require a blue card to work in the school. Every other volunteer, including grandparents, do. Blue card application forms can be obtained at the Office if you need them.

We ask that you read the documents and return any signed sheets as requested as soon as possible. This will help us to achieve successful, co-operative personal safety education for students.

Sharon Olsen

Principal

Encl.

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