



Volunteering at Grovely State School in 2026

We love welcoming volunteers into our school community and appreciate the time you give to support our students. Before you begin volunteering, please complete the steps below.

1. Complete annual requirements

All volunteers must complete the following **each year**:

a) Mandatory All-Staff Training (MAST)

Complete the online **MAST – Key Messages Guide for Contractors, Volunteers, Visitors and Pre-Service Teachers**. (See over for detailed instructions.)

b) Grovely State School Volunteer Statement

Read, sign and return the **Volunteer Statement** for the current year.

Submit both documents together to the school office. Please write your child's name and class on the MAST declaration. (Students may hand these forms in on your behalf.)

2. What you'll receive back

Once validated, the following documents will be sent home with your child:

MAST Record of Completion – keep this for your records.

- **Volunteer Confirmation Letter** – show this to the staff member or teacher you are assisting as proof you are approved to volunteer.

Please allow **two business days** for processing.

If you are **not a parent of a current Grovely student**, your Volunteer Confirmation will only be issued once your **Blue Card has been sighted and linked to Grovely State School**.

3. Blue Card requirements

Volunteers **who are not parents of current Grovely students** must:

- hold a **current Blue Card**, and
- have it **linked** to our school before volunteering begins.

Under Queensland legislation, a **restricted person** (someone with a negative notice, suspended card, disqualified person, or someone charged with a disqualifying offence) **cannot volunteer in a school**. Serious penalties apply. For more information, including about the latest Blue Changes, [visit the Blue Card website here](#).

4. Signing in

Every time you volunteer, please:

- **sign in and out** at the Administration Office, and
- wear a **Visitor badge/label** while on campus.

If you have any questions, our friendly Office staff are always happy to help. Thank you for supporting Grovely State School — we truly value our volunteers!

Mandatory All-Staff Training (MAST) – Key Messages Guide

All volunteers must complete the Department of Education's MAST: Key Messages Guide for Contractors, Volunteers, Visitors, and Pre-service Teachers each year.

How to access the MAST booklet

The booklet is available on our school website: grovelyss.eq.edu.au

Navigate to [Our Community](#) → [Volunteers](#) → [MAST 2026](#).

If you're unable to view or print the document at home, please contact the school office.

We can:

- send a copy home with your child, or
- provide a printed copy for collection during office hours.

What you need to return

- After reading the booklet, complete and sign the Declaration form at the back.
- Please return the signed Declaration to the school office along with your Volunteer Statement, as outlined on the previous page.

Blue Card Information

Volunteers **who are not parents of a currently enrolled Grovely State School student** must hold a **current Blue Card** and have it **linked to our school** before volunteering.

If you already hold a current Blue Card

- Please present your Blue Card **and photo identification** (e.g. driver's licence) to the school office.
- You will be asked to provide your **contact details** so we can link your card to Grovely State School.

If you need to apply for a Blue Card

You will need to apply for a **Volunteer Blue Card online**.

1. Learn how to apply:

Visit: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

2. Create your online account:

The first step is to register for an online account with Blue Card Services.

3. Bring your account number to the school office:

Once you have your account number, please visit the school office with:

- your **photo ID** (e.g. driver's licence), and
- your **Blue Card Online Account Number**.

We will collect the details needed to link you to our school.

4. Wait for Blue Card Services to complete the link:

You will receive a notification once your account is successfully linked to Grovely State School.

Important: Only complete your Blue Card *application* after receiving this notification — this ensures the process is *fee-free* for volunteers.

(If you submit the application before being linked, you will be required to pay.)

5. Provide your Blue Card to the office:

Once your Blue Card has been issued, please bring it to the school office. A copy will be taken and kept on record.



Grovely State School Volunteer Statement – 2026

Volunteer's Name (Please print clearly)

I confirm that whilst volunteering at Grovely State School:

- I will maintain a valid (in date) Record of Completion of "Mandatory All-Staff Training (MAST) Program – Key messages guide for contractors, volunteers, visitors and preservice teachers and other adult students on placements" and present it to the teacher or staff member the first time I volunteer in that area and at other times when requested.
- If I am not the parent of a student currently enrolled at Grovely State School, I will hold a current Blue Card, and the card must be linked to this school
- I am not a restricted person, and should this change, I will immediately stop volunteering at Grovely State School (you do not need to tell us why you are no longer able to volunteer). Further information on this, including penalties, is available via the [Blue Card website](#).
- I will sign the Visitors Register located in the Administration Office each time I volunteer.

☐ I am a parent of a student currently enrolled at Grovely State School:

Name of youngest student:Class:

OR

☐ I am not a parent of a student currently enrolled at Grovely State School. I am:

☐ A relation/friend of a Grovely State School student

Student's name:

☐ A community member

Volunteer's Signature:

Date: **Contact Phone:**

OFFICE USE ONLY:	Initials
<input type="checkbox"/> MAST Record of Completion sighted and in date (valid 12 months from date of issue)
<input type="checkbox"/> If not a parent of a student currently enrolled at Grovely State School (see above section) original Blue Card sighted and linked to our school (Business Manager to confirm <input type="checkbox"/> Blue Card Portal <input type="checkbox"/> OneSchool) Please attach a copy of the Blue Card If yes, Expiry Date:	Yes / N/A
<input type="checkbox"/> Volunteer has completed and signed this statement
<input type="checkbox"/> Volunteer Confirmation given to volunteer	Date: / / 2026
Signature of Officer Issuing Volunteer Confirmation:	