

Grovely State School

Volunteer Information - 2023



We warmly welcome volunteers to our school. Prior to commencing to volunteer for this year the following must be completed and adhered to:

- All volunteers are required to **annually**:
 - complete the “Mandatory All-Staff Training (MAST) Program – Key messages guide for contractors, volunteers and Visitors, and pre-service teachers and other adult students on placements” (see over for further details)
 - read, sign and return to the office the attached Grovely State School Volunteer Statement for the current year

Submit both the completed MAST Declaration and Volunteer Statement to our school Office for validation at the same time – **record your child/s name and class/es on the declaration form** (your child can submit the documents to the Office on your behalf).

The following documents will be sent home with your child:

- The validated MAST Record of Completion – please keep this for your records.
- A Volunteer Confirmation for the current year – show this to the teacher or staff member in the area/s you volunteer as confirmation you are able to commence volunteering and keep this for your records.

Please **allow at least two business days** for the above documents to be validated and returned to you. If you are not a parent of a student currently enrolled at Grovely State School the Volunteer Confirmation will not be issued until such time as your Blue Card has been sighted at the school Office and your Blue Card has been linked to our school – see below and over for further information.

- Volunteers who are not a parent of a student currently enrolled at Grovely State School must hold a current Blue Card and the card must be linked to our school (see over for further details).
- Under the Blue Card system, a restricted person (this includes someone who has been issued with a negative notice, or has a suspended Blue Card, or is a disqualified person, or has been charged with a disqualifying offence which has not been finalised) must not start or continue to volunteer at a school (serious penalties can apply). Further information is available from the Blue Card website:
<https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/138ea044-0a74-4b84-b25f-aab8a3d4b949>
- All volunteers must sign in and out on the Visitor’s Register located in the Administration Office, and wear a “Visitor” badge/label, each time they volunteer.

Please do not hesitate to speak with our Office staff if you have any questions in relation to volunteering and thank you once again for your support.

Mandatory All-Staff Training (MAST) Program – “Key Messages Guide for Contractors, Volunteers, Visitors, and preservice teachers and other adult students on placements”

- Read the MAST document which is available on our website grovelyss.eq.edu.au under Volunteers on the “Our community” tab. If you are unable to view and print the document online, phone the school Office and a copy can be sent home with your child, or you can drop in during Office hours collect a copy from the school Office.

- Complete and sign the Declaration at the back of the MAST booklet and return the declaration to our school office as detailed previously in this document

Blue Card Information

All Grovely State School volunteers who are not a parent of a student currently enrolled at our school must hold a current Blue Card and their card must be linked to our school.

- If you hold a current Blue Card please present your card and photo identification (e.g. drivers licence) to the school Office. You will be asked to provide information that will enable us to link your card to our school, including your contact details.

- If you do not hold a current Blue Card you will need to apply for a Volunteer Blue Card online:
 - Information on how to apply is available at:
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

 - The first step in the process is to register for an online account with Blue Card Services

 - Once you have your account number, please drop into the school Office (we will need to sight photo identification (e.g. drivers licence) so please ensure you bring this with you also. You will be asked to provide information that will enable us to link you to our school, including your Blue Card Online Account Number and your contact details.

 - Once Blue Card Services have processed the link to our school and you have received notification from them that you have been linked, you can complete your volunteer application fee free (if you complete your application prior to receiving this notification you will need to pay for the Blue Card).

 - Once you receive your Blue Card, present it to the school Office where it will be copied and kept on record.

GROVELY STATE SCHOOL

Volunteer Statement - 2023



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 from the Blue Card website: <https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/138ea044-0a74-4b84-b25f-aab8a3d4b949>
- 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 -
(insert one student's name)

A community member

Volunteer's Signature: Date:

Contact Phone No:

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: / /2023
Signature of Officer Issuing Volunteer Confirmation:	