



HCS Volunteer Onboarding: Procedure

Catholic schools are all about family and therefore a sense of partnership between home and school is considered vital. When parents, carers, families and teachers share in the common vision of the school, the effectiveness of the school and the child's experience is greatly enhanced. At Holy Cross School, we pride ourselves on being a welcoming and inclusive community with parents strongly encouraged to become involved in the life of the school.

There are various ways in which parents, carers and other members of the community can become involved:

- Voluntary support activities eg: tuckshop, library, working bees,
- Classroom activities and celebrations
- Attending school liturgies and events eg: fetes, sporting carnivals
- Holy Cross Connect Meetings, Insights and Events
- Other Voice Committees

1. Expression of Interest (EOI)

- Complete and submit the Expression of Interest to [New Volunteer Application Form](#).

2. Eligibility & Compliance Checks

Blue Card Requirements (Queensland) [Guide to applying for a Blue Card](#).

- Apply for or link a Blue Card (Suitability Card for Child-Related Employment), unless exempt as a parent assisting in their own child's class. Email link requests to office.trinitypk@cns.catholic.edu.au
- School verifies status and records expiry into Volunteer Database.

3. Meet with School Representative

- Brief conversation with the APA/APRE/Volunteer Coordinator.
- Confirm suitable role, availability, expectations, and supervision arrangements.

4. Induction & Training

Induction may be in person (preferred method), [booklet-based](#), or [online](#). Required topics include:

- Blue Card / Suitability Declaration requirements
- Sign-in/Sign-out procedures
- Emergency procedures (fire, lockdown, evacuation)
- Student Protection (CES resources)
- Dress code guidelines
- Confidentiality requirements
- WHS requirements (tuckshop, working bees, equipment use)
- Key staff contacts for questions, concerns, or issues
- Receive hardcopies of Catholic ethos, safeguarding, and [Parent Volunteer Code of Conduct](#).

5. Confirmation and Commencement of Volunteering

- Sign in at the office
- Report to supervising teacher/staff member and begin duties under staff supervision.

7. Ongoing Support & Participation

- Volunteers are supported by teaching staff and leadership.
- For questions or assistance, please contact the School Office.

