



# Our Lady's College Student Protection

## Procedures for Volunteers

Thank you for volunteering at Our Lady's College. Volunteers have a significant role in the work of our college and we appreciate your assistance.

To ensure that all volunteers are aware of the policies and procedures associated with Our Lady's College, requirements of Brisbane Catholic Education and legislative requirements under the Child Protection Act you will find in this kit a number of documents that must be read and also some documents that must be signed and returned to us.

Once you have read the documents, please sign the forms and return them to the office prior to volunteering within the college.

Documents included:

- Volunteer Code of Conduct
- Our Lady's College Student Protection Handbook for Volunteers
- Understanding the Blue Card
- Statement of Principles for Employment in Catholic Schools (so you understand the principles under which the staff are employed)

Forms to be signed and returned to the office:

- Our Lady's College Suitability Declaration
- Our Lady's College School Volunteer Register Sheet
- Our Lady's College Volunteer Student Protection Information Sign Off (tear off page at back of Our Lady's College Student Protection Handbook for Volunteers).

Claire McLaren  
Principal