



2017 Volunteer Registration Form

Please complete all sections

Personal Details

Title: (Please Circle) Mr / Mrs / Ms / Miss / Other _____

First Name: _____ Middle Name: _____

Surname: _____ Gender: (Please Circle) Male / Female

Residential Address: _____

Residential Suburb: _____ Residential Postcode: _____

Postal Address: (if different to above) _____

Postal Suburb: _____ Postal Postcode: _____

Email Address: _____

Phone Number: _____ Driver's Licence Number: _____

Working with Children Check (WWCC) Details

WWCC Card Number: _____ WWCC Expiry Date: _____

Have you registered Newhaven College as a volunteer organisation on your WWCC? **Yes / No**

(If "No", please visit <http://www.workingwithchildren.vic.gov.au/> to update your details. It is a Department of Justice requirement that this be done within 21 days of commencing your duties)

Volunteering Details

What is your Child's Name? _____

What event are you volunteering for? _____

Reason for volunteering: _____

What type of volunteer are you registering as? (Please Circle) **Direct Contact*** / **Indirect Contact****

Continued Over...

Emergency Contact Details

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Home Phone: _____ Emergency Contact Mobile: _____

Any known medical conditions (optional): _____

Declaration

I have read and understand the Child Protection and Safety Policy supplied to me: (Please tick)

I have read and understand the Child Safety Code of Conduct supplied to me: (Please tick)

Signature: _____ Date: _____

*** Direct Contact Volunteers**

All Direct Contact Volunteers are required to adhere with our Child Protection and Safety Policy, our Child Safety Code of Conduct, and our Child Protection Program including their legal obligations with respect to the reporting of child abuse. This would be achieved through completion of the online Child Safety training modules which will be emailed to you shortly after you submit this form.

Direct Contact Volunteers are those volunteers that are involved in providing support, guidance and supervision directly to students and could potentially have direct contact with students during the normal course of providing the volunteer service.

Examples of Direct Contact Volunteer activities may include volunteers involved in College camps or excursions, coaching sporting teams or assisting in learning activities.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Protection Officers and/or external agencies where required.

**** Indirect Contact Volunteers**

Indirect Contact Volunteers are those volunteers who are involved in providing support and services whilst not directly assisting a specific group of students.

Examples of Indirect Contact Volunteer activities may include assisting with College administrative functions.

All Indirect Contact Volunteers are responsible for contributing to the safety and protection of children in the College environment.

All Indirect Contact Volunteers are required by the College to be familiar with our Child Protection and Safety Policy and our Child Safety Code of Conduct.