



*Gilson College*

## **PEP / Volunteering**

### **PEP Program**

Gilson College encourages parents to be involved in the education of their children. The PEP (Parent Engagement Program) is designed to increase parental engagement in the educational processes of Gilson College. Research shows that increased parental involvement results in better outcomes for students - the PEP provides opportunities for parents to become more involved by volunteering at the College.

All families are obliged to be involved in maintaining the buildings, grounds and/or services of the College at a rate of 8 hours per term, per family. For those families to whom distance, work commitments, etc. make this requirement difficult, the opportunity exists for them to contribute to the funds of the PEP at the rate of \$100 per term. Further details can be obtained from the office.

### **Volunteer clearance requirements**

New child safe standards introduced in 2022 require more stringent checks on volunteers before engaging in child-related work. All volunteers engaging in activities onsite at Gilson College or in child-related activities offsite must meet all these requirements before being cleared to volunteer at the College.

#### **1. Current Working With Children Check (WWCC)**

- You can apply for a WWCC at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

#### **2. Volunteer child safe training session**

- Training needs to be completed only once per volunteer. Ongoing information will be made available via the website, newsletter, emails, etc.
- Training sessions will occur at the school approximately twice per year for new volunteers

#### **3. OHS Induction**

- To be completed during above training session

#### **4. Signed child safe declaration**

- This states that you are safe to work with or around children

#### **5. Signed Code of Conduct**

- The child safe code of conduct is available on the website [www.gilsoncollege.vic.edu.au](http://www.gilsoncollege.vic.edu.au)

#### **6. 2 Reference Checks**

- References cannot be family members
- References will be asked 3 standard questions about your suitability to work with or around children
- References must be able to understand and respond to the questions in English.

Once you have met all these requirements and your references have been contacted, you will receive an email confirming you are cleared to volunteer at the College.

## **PEP / Volunteering Opportunities - Examples**

### **Volunteer Clearance Required**

- Classroom helper
- Canteen assistant
- Uniform shop assistant
- Parents & Friends (P&F) committee member
- Event helper
- Camp/Excursion helper
- Sport/Swimming helper
- Working bees
- Cutting/Laminating activities on campus
- Any ongoing/regular visits (eg. playing an instrument in chapels)

\*Please contact reception for further information on how to get clearance to work as a volunteer at the College. Your preference of jobs will be collected as part of the volunteer clearance process.

### **Volunteer Clearance Not Required**

(Availability is limited. The College cannot guarantee jobs.)

- Cutting/Laminating activities at home
- Assembling information packs at home
- Laundry
- One off visits for events (eg. dedication night, special breakfasts, awards night, info nights)

\*Please reach out to reception or to your child's teacher if you are interested in doing some PEP work from home. Jobs cannot be guaranteed, but your name will be considered if any jobs become available.