



## HOURS OF SERVICE TO THE COLLEGE 2016

Each year families will be debited a \$200 levy in February in lieu of 20 hours service to the College for the year. For Kindergarten only families, a \$100 levy will occur in lieu of 10 hours service. Families are invited to 'work off' this levy by contributing to the life of the College for approved service.

Supporting the College in this way is also a great way for us all to develop a greater sense of community, we all get to know and support one another in this wonderful God given environment.

Examples of the options are to assist the College with working bees, canteen and playground assistance. All hours worked will be in areas where volunteer assistance has been pre-approved and listed. Please contact the Main Administration Office for further information and volunteering forms. As part of our OH&S practice, an induction process will be provided for our volunteers.

On rare occasions, pre-approval from the Principal may be provided if you are doing the hours for people who are in need, other than those hours of your own account.

If a relative is volunteering on your family's behalf, you will need to write to the Principal seeking approval for this person to work on your behalf.

Please use the log on the LOG OF FAMILY HOURS OF SERVICE form which will be sent to you annually. You should bring it in and have it signed each time you spend time serving the College.

This form MUST be submitted by 30<sup>th</sup> November each year for a credit to be recorded.

When you have completed 20 hours, please hand it to the Main Administration Office so that \$200 can be credited to your account. Alternatively, you can keep the form so that you can serve up to 10 more hours, which would attract a further credit of \$100.

For Kindergarten only families, once 10 hours has been completed, please hand it to the Main Administration Office so that \$100 can be credited to your family account. Alternatively, the form can be kept so that you can serve up to a further five (5) more hours, which would attract a further credit of \$50.

Should you wish to continue as a volunteer once you have completed your maximum hours, you must seek approval from the Principal by submitting your request in writing.

### **Working With Children (WWC) Check Requirements**

Heathdale Christian College is dedicated to providing a safe environment for our students and the Working with Children Act 2005 requires that all our volunteers supply their Working with Children (WWC) Check before commencing as a volunteer. This will enable you to support the College in a variety of ways, such as yard duty, reading programs, excursions, billeting and camps.

The WWC Check for volunteers is free of charge. Please follow the instructions for downloading and completing your form on <http://www.workingwithchildren.vic.gov.au>. The administration of WWC Checks can take three (3) to six (6) weeks and will remain valid for five (5) years.

Please have this process organised before the commencement of the school year so that you are able to support the College and your family by assisting as a volunteer at various times that sometimes may be at short notice.

Before you can commence working with us, a Notice of Assessment will be sent to the College on the approval of your WWC check. You are not required to give us a copy of your card.

Should you already have a current WWC check, either in a volunteer or employee capacity, please visit <http://www.workingwithchildren.vic.gov.au> and follow the prompts to add Heathdale Christian College as an additional volunteer organisation. A Notice of Assessment will then be sent to the College.

We are not able to accept volunteers until the full process has been completed.

If you have been approved by the Principal to be a volunteer for a family as a friend or grandparent for example, please advise the Main Administration Office so that your name can be linked to the family you are supporting.

Address changes and other personal information must be updated by you as they occur and this can also be done by visiting <http://www.workingwithchildren.vic.gov.au>.