



Christian Brothers College

A Birth–Year 12 Catholic College for boys in the Edmund Rice Tradition
Faith **Excellence** Community **Compassion**

Senior Campus
214 Wakefield Street, Adelaide SA 5000
P 08 8400 4200

Junior Campus
324 Wakefield Street, Adelaide SA 5000
P 08 8400 4222

CBC Early Learning Centre
178 East Terrace, Adelaide SA 5000
P 08 8223 5469

GPO Box 2707 Adelaide SA 5001
enquiries@cbc.sa.edu.au

www.cbc.sa.edu.au

I WOULD LIKE TO VOLUNTEER WHAT NOW?

The College has the privilege of parents and helpers who undertake valuable work every year, for which the college is deeply grateful.

We are often asked what the procedure is to volunteer. Please find below detailed instructions.

Step 1: **Complete a Working with Children Check**

Please note from the 1st of July 2020, you can no longer use a National Police Certificate to work or volunteer with children. Children under 14 are exempt.

To register as a Volunteer at the College you will be required to provide the College with one of the following, taking note of the information in the latter paragraph.

- Catholic Archdiocese of Adelaide Clearance Letter or Card
- Working with Children Check from DHS
- SAPOL Badge
- AFP Badge

To obtain a Working with Children Check you have two options, which are both free of charge. You will be required to attach or upload your clearance when completing your online induction on RAPID. Please do not commence with the online induction until you have the clearance.

Option 1: Online via DHS, please follow the link below and apply directly with DHS at no cost for a Working with Children Check to Volunteer. Upon receiving your clearance from DHS you will be able to proceed with the induction process at the College, at which time you will electronically attach a copy of your clearance as part of an online process. The process will take around 21 days.

Please click on the following link

<https://screening.sa.gov.au/about-checks/check-process>

Option 2: You can present directly to Reception of the Senior Campus or Junior Campus with 100 points of identification (only original or certified true copies will be accepted) and an email address which will be used to enable the electronic application process to be completed.



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Authorised Personnel at these locations will verify all identification documents, returning the original documents to you, then finalise the completion of the Initiation Check Request Form (ICRF). The authorised personnel at the location will then provide an instruction sheet to you in order to provide further information relating to the completion of the electronic application.

The ICRF form will then be forwarded to the Screening and Verification Authority for processing. Once the check has been electronically initiated by the Screening and Verification Authority, you will receive an activation email from Department of Human Services (DHS), then upon activation, a second email will be sent by them which has an ID and password along with the link to enter the DHS system. Upon completion of the processing, you will be provided with written notification as to the finalised status.

The standard processing time is generally around 30 days. However it can take longer than this depending on the relevance, complexity and amount of background information identified during the screening process.

Please note: If you have a volunteer check and then move into paid employment where you do work with children, you will need to get a new Working with Children Check and pay a fee.

Step 2: **Complete the online Responding to Abuse and Neglect training**

Please find attached to this document the link and instructions to complete the online RAN training. This document is also included in the online induction module in RAPID. Please follow the instructions in the attached document and complete the training. On completion you will be issued with a certificate, which you will be required to upload to RAPID during the induction process.

Dependant on your role you may be directed by the College to complete a face to face one day training session. You will be notified prior to commencement of volunteering if this will be required.

Step 3: **Online Induction**

Please ensure you have a valid Working with Children Check and a certificate of completion for the Responding to Abuse and Neglect Training before proceeding with this step. This is very important as they are requirements to complete the online induction.

Please email Maria Carbone mcarbone@cbc.sa.edu.au to request an induction key once you have a Working with Children Check and a RAN completion certificate. On receipt of your email, the College will enter your details into the RAPID system and you will receive an email from RAPID with an induction invitation. Please follow the instructions in this email to complete your induction.



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This induction process will include the following and can be done on any device connected to the internet.

- You will be requested to upload your Working with Children Check
- You will be requested to upload your Certificate of Completion for Responding to Abuse and Neglect Training
- You will need to complete an online induction module
- You will be requested to complete an online Volunteer Form (*please note our Privacy Notice in the induction module and also available on the College website*)

Step 4: **Approval Process**

Once you have completed the online induction and submitted the required documentation, the documents and forms will be checked and verified by the College. You will be notified by Maria Carbone of any further requirements at this stage or an approval to proceed with volunteer duties. ***Please wait for this confirmation from Maria Carbone prior to attending in any volunteer capacity.***

Step 5: **First Attendance**

When your first attend the College to commence with any volunteer duties please ensure that the following occurs.

- Sign in at Reception of the Campus you are attending (this must occur on every visit – no exceptions)
- You must be supplied with a Position Information Document (PID) that outlines your duties and your role, please contact Maria Carbone if this does not occur
- The person that is supervising you, should meet with you and outline the role and provide a tour of the facilities, which will include your work area, amenities and any area specific requirements
- The person supervising you should outline how to report an injury to yourself, a fellow volunteer / staff member or student
- If you note any hazards in the course of your duties please report to the person supervising you or a staff member as soon as practically possible

Please take careful note that no person may volunteer at the College unless they complete the entire process, this is mandatory.

If you have any queries regarding the process, please contact Mr Graham Brink on 8400 4204.

RRHAN-EC training for volunteers

Ongoing volunteers must do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC). You must keep your RRHAN-EC certificate current by updating your training every 3 years.

All volunteers in education do the same [fundamentals course](#).

Site leaders can help you with things like:

- setting up a Plink account
- accessing a computer
- troubleshoot any problems you have with the course.

Talk to your school about other delivery options if the online course is not the best option for you. Your site leader can contact us to find out more.

What you need before you start

- A current individual email address.
- A computer or device with an internet connection and a recent web browser, like Google Chrome or Firefox.

Register for a plink volunteer account

- Go to the website: <https://www.plink.sa.edu.au/ilp/pages/login.jsf>
- Fill in your details:
 - in the field “Select Account type” select Volunteer
 - enter your email address (this will be your plink username), choose a password.
- Select “I accept the Terms of use” and then Select “Create Account”.

Start the training

- Login to Plink and select the course Responding to Risk of Harm, Abuse and Neglect - Education and Care
- Select “Register” please allow 2 hours to complete

Certificate

Once you complete the training you will be issued with a certificate. The site leader will need a copy of this certificate. You can use the certificate at any education site in South Australia.

Technical support and other RRHAN-EC queries

Technical support for the course

Department for Education schools

Catholic Education SA schools

Association of Independent Schools of SA

Contact your organisation’s ICT helpdesk

Email: education.rrhanec@sa.gov.au

Email: RRHANEC@cesa.catholic.edu.au

Email: office@ais.sa.edu.au

