VOLUNTEER REGISTRATION PROCEDURES

Volunteering at Ruyton

Ruyton celebrates a long and rich tradition of volunteer support and involvement which enriches and expands the opportunities for learning and engagement across our community. Volunteers make a considerable contribution to the School community by giving their time and sharing their skills and expertise with others.

Who is a Volunteer?

A volunteer is a person who works without payment or financial reward for Ruyton. Volunteers may be members of the parent/carer body, from the wider School or local community. Examples of volunteers may include: classroom & excursion helpers; Parents of Ruyton (POR); POR Support Groups and Old Ruytonians' Association who are regularly on site; people who assist with sports training and sporting events; and helpers assisting with School stalls, productions, performances and events.

Volunteer Registration

To manage the on-site safety of our volunteers as well as the welfare of our students, all volunteers at Ruyton must register on-line and complete a short induction.

Working With Children Check (WWCC)

All Volunteers at Ruyton must undergo a Working with Children (WWCC) check unless they hold a valid exemption. You can apply for a WWCC card via this website. You will need to complete this process before you register as a Ruyton Volunteer.

All Volunteers should nominate Ruyton on their WWCC profile as the organisation where they will be doing child-related work.

If you currently hold a valid WWCC you can apply for a digital version of the card at service.vic.gov.au. If you have a digital card you may display a digital version of the card on the Service Victoria app or you may carry a physical copy of the card.

How to Register

The Ruyton Volunteer Induction Portal is available here.

Volunteer registration is a two-step process:

1. **PIN Registration**
2. **Induction**

Volunteers need to provide their contact details, select areas they are interested in volunteering, upload a recent photo and provide a photo/scan of their Working with Children Check (WWCC) or evidence of their exemption from a WWCC.

Volunteers must complete an online induction course which should take approximately 15 minutes. The course covers your obligations as a volunteer, important information about child protection and occupational health & safety.

Following the completion of the steps above you will receive a PDF file containing your Volunteer Card which shows your Volunteer PIN under the QR Code.

Check-in and Check-out

All Volunteers must check-in using Ruyton's Visitor System when they arrive on-site, and check-out again when they leave. Our Visitor System entry points are located at Henty House, Junior School Reception, Wardynski's House & Ruyton Early Learning. Registered volunteers can check in/out by scanning the QR code on their Volunteer Card or entering their PIN.

Accessing Your Volunteer Details

Once you have registered as a Ruyton Volunteer you can access your Volunteer Details via the LinkSafe Inductee Login Portal: http://www.inducteeportal.linksafe.com.au
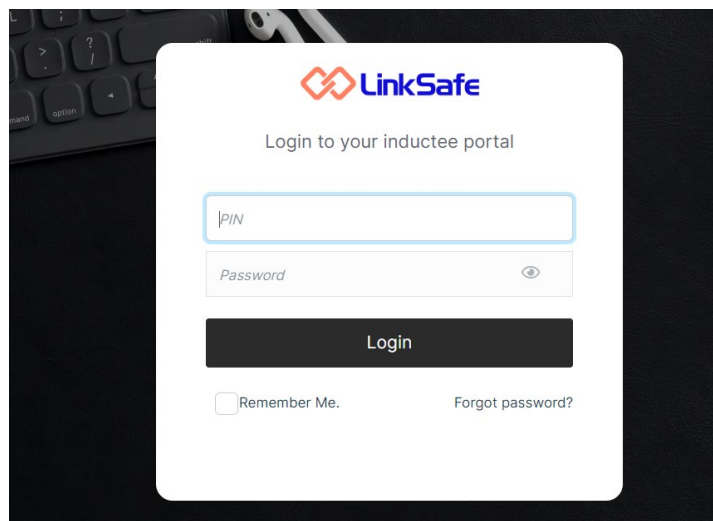
Once you have logged in you can update your details or change your photo. You can also request another copy of your Visitor ID card (as highlighted below). The ID card will be immediately emailed to you.
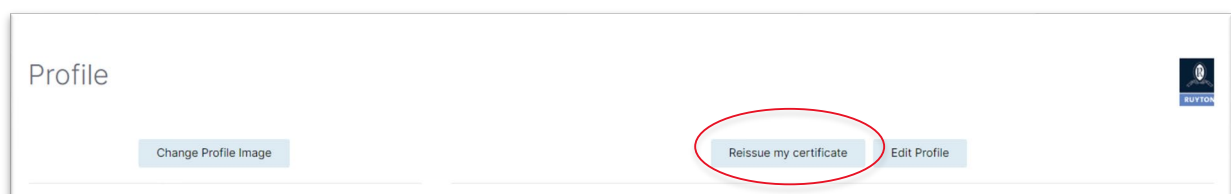
If you have any problems using the system please contact the Compliance and Risk Officer on email: compliance@ruyton.vic.edu.au.

Sign-in and Sign-out

Remember to sign-in as a Volunteer when you arrive on site using your PIN or QR Code. It is important that you also remember to sign-out when you leave.

Approval and Review

Approved By:	Director of Business
Date Approved:	27 March 2023
Review Date:	April 2025
Policy Owner:	Risk and Compliance Manager

Frequently Asked Questions

FAQs for Volunteers

Why do Volunteers need to register?

The School's Child Safe Policy requires that all volunteers & contractors working on site require a Working with Children Check (WWCC). The School must collect, store and regularly check the validity of WWCC numbers of volunteers to ensure the ongoing safety of our students.

Why do Volunteers need to be inducted?

The School has an obligation under OH&S laws to ensure the safety of all persons who work on site at Ruyton, regardless of whether they are paid or unpaid. Ruyton is also required to ensure that volunteers are aware of their legal obligation to report child protection concerns in accordance with the Child Safety Standards. The volunteer induction package provides volunteers with information on site-specific safety procedures and our child safety policies and procedures.

What information is collected?

The registration process collects the volunteers name, address, contact details (used in the event of an emergency evacuation), WWCC number and also the areas of interest for volunteering. The system will also request a current photograph and a scan/photo of your WWCC card.

How long does registration take?

The registration and induction process should take volunteers approximately 15 minutes to complete.

Can volunteers complete the process on an iPad or phone?

Yes, the entire process can be easily completed on a mobile device. You can also access photos from your Camera Roll to upload when requested for a photo of yourself and your WWCC card.

Do volunteers need to check-in and check-out

Yes, volunteers are required to check-in and check-out using the Visitor iPad's at Reception. The check-in/out process is made quicker by the use of the QR code on the Volunteer Card or the entry of a Volunteer PIN (number located under QR Code on the card).

How can I store my Volunteer Card?

Once you have completed the Induction, you will be emailed your Volunteer Card as a .PDF document. You can store this document on your phone to use when you check-in/out at one of the Vistor iPads – scan your QR code or enter your Volunteer PIN (number located under QR Code).

Who can I contact for Further Information?

Please contact our Risk and Compliance Manager by phone on 03 9290 9316 or by email at compliance@ruyton.vic.edu.au for further information or assistance.