ASPENDALE PRIMARY SCHOOL

Child Safety Induction Pack - Volunteers

Help for non-English speakers
If you need help to understand the information in this policy please contact Amelia Busuttil – Assistant Principal.

Purpose

Thank you for your interest in volunteering at our school. The purpose of this induction pack is to ensure Aspendale Primary School volunteers are familiar with our policies and procedures relating to child safety and understand the important role they play in maintaining and promoting the safety of our students.
Volunteers must read the suite of policies and procedures in the links below before commencing any work where children are likely to be present.

Key messages

- Aspendale Primary School is committed to the safety and wellbeing of all children. We want children attending our school to be safe, happy and respected.
- We are committed to creating inclusive environment where diversity is supported and students feel safe to bring their whole selves to school.
- Allegations and concerns relating to the safety and wellbeing of our school community will be treated very seriously and consistently with our policies and procedures.
- We are committed to preventing child abuse, identifying risks early and removing and reducing these risks.
- Everyone has a role to ensure children are safe – if something doesn't feel right, speak up. If you have any concerns about any inappropriate behaviours in the school community you should speak to the Principal – Tom Pearce or Assistant Principal – Amelia Busuttil. If this would not be appropriate in the circumstances, you can contact the Regional Office of the Department of Education on 1800 338 663.

Induction materials – must read

This induction pack contains the following documents that all new volunteers must read and familiarise themselves with. Please click on the hyperlinks to access each document. If you would prefer a hard copy of this pack, please contact the team in the office who will happily provide you with one.

- Aspendale Primary School Volunteers Policy
- Aspendale Primary School Child Safety and Wellbeing Policy
- Aspendale Primary School Child Abuse (including grooming) – Identification and Response Policy and Procedures

- Aspendale Primary School Child Safety Code of Conduct
- 4 Critical Actions to identify and respond to child abuse
- Types of child abuse and what to look for

Contact

We value your feedback on ways we can continue to improve and strengthen our child safety approach and encourage you to contact Principal – Tom Pearce or Assistant Principal – Amelia Busuttil on 9580 3255 or email: aspendale.ps@education.vic.gov.au any comments or questions.

Policy last reviewed	August 2026
Consultation	25th August 2026
Approved by	Principal
Next scheduled review date	August 2028