



## Volunteering at Xavier College

### Volunteer Requirements

Step 1: Read the [CESA Induction Booklet for Volunteers](#)

Step 2: Apply for a DHS Working with Children Check online <https://screening.sa.gov.au/applications/application-information-for-individuals> then refer to [Working with Children Check - What do I do now that I have one?](#)

**(NB. It is important to note that because Xavier College is a Catholic Archdiocese of Adelaide site, both a WWCC and a Catholic Police Check are required)**

Step 3: Complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Volunteer training [here](#)

Step 4: Complete and sign the [CESA Volunteer Declaration](#)

Step 5: Complete the [CESA Volunteer Application Package](#)

### To be viewed by all prospective Volunteers

1. [Protective Practices for Volunteers Guidelines for Volunteering in Education and Care Settings](#)
2. [Volunteer Position Information Document](#)
3. [Xavier College Minor WHS Induction PowerPoint](#)

### Summary: Documents to be completed, signed and returned/presented to the College

1. Catholic Police card (original for sighting by a Nominated Authorising Person at the College)
2. Responding to Risks of Harm, Abuse & Neglect – Education Setting (RRHAN-EC) Volunteer Certificate (from online training above)
3. CESA Volunteer Declaration
4. CESA Volunteer Application Package
6. WHS Minor Induction Acknowledgement

### Staff Assistance

Xavier College staff are always more than happy to assist you through the process.

Please contact Erica Tucker by emailing [hr@xavier.catholic.edu.au](mailto:hr@xavier.catholic.edu.au) or telephone 8521 4500. Thank you for taking the time to complete the above requirements, it is very much appreciated.