



# Volunteer Recruitment

## Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

## Background

Edmund Rice Education Australia/Victorian Schools Limited (EREA/SL) as St Patrick's College's governing authority, sets the policy framework for all ERISA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students\*.

\*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

## Purpose

This procedure provides information and guidance in relation to the recruitment of volunteers. This procedure aligns with the guidelines provided by Catholic Education Commission of Victoria (CECV) and acknowledges that child safety must be a key focus in the selection and recruitment of volunteers in Catholic schools. The procedure also reflects the requirement of our governing body, Edmund Rice Education Australia (EREA).

## Responsibilities

Human Resources to implement the procedure and ensure the procedure is updated in accordance with CECV guidelines and the requirements of EREA.

Hiring Manager – the Manager responsible for initiating the recruitment of all employee and volunteer positions within their department.

Volunteer Supervisor to recruit volunteers in accordance with the procedure and ensure all due diligence obligations are fulfilled prior to the commencement of the volunteer.

Volunteer – to understand the importance of a recruitment process that supports the Child Safeguarding obligations of the College.

## Procedure

1.



