

Frequently Asked Questions (FAQ's 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?

Tintern Grammar has an obligation under OH&S laws to ensure the safety of all persons who work on site at Tintern, regardless of whether they are paid or unpaid. Tintern Grammar 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 Program 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 30 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 such as a smart phone, tablet or computer. 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 Visitor iPads – scan your QR code or enter your Volunteer PIN (number located under QR Code).

Who can I contact for Further Information?

For more information please email: Tintern Community Relations Office on communityrelations@tintern.vic.edu.au or telephone 03 9845 7777 during business hours.