

VOLUNTEERING AT ONESCHOOL GLOBAL NSW

Thank you for giving up your time to be a volunteer with OneSchool Global. As a volunteer we ask you to attend to the following items listed below. It is a legal requirement that all volunteers are inducted and provide the relevant document and information and do so before anyone can undertake any volunteer duties.

Who is classed as a volunteer?

- Canteen workers and supervisors
- School vehicles (buses/vans/cars) drivers
- Classroom helpers
- Library assistants
- Excursion escorts
- Sport escorts
- Choir instructors
- CA/Board Members
- Building Work Project Managers

What are the steps in becoming a volunteer?

1. Apply or renew your Working with Children Check
2. Prepare the following documentation (dependant on what role you are fulfilling):
 - a. Working With Children Check Number
 - b. Drivers Licence
 - c. Certificate of Safe Food Handling/Supervisors Certificate
3. Watch the Volunteer Induction Video
4. Complete the Online form (upload the required documentation)
5. OSG NSW Regional Office verifies your WWCC and documentation and will follow up on any outstanding items required.
6. OSG NSW Regional Office send a confirmation email welcoming you as a volunteer and you are now ready to volunteer with OSG NSW Campus.

How do I apply for or renew my Working with Children Check (WWCC) Number?

1. Access a computer with internet access.
2. In your browser, visit Service NSW
 - a. Apply ([Apply for a Working with Children Check \(WWCC\) | Service NSW](#))
 - b. Renew ([Renew your Working with Children Check | Service NSW](#))
3. Service NSW process
 - a. Application - Allow four weeks from the date you complete the proof of identity requirement to receive your results.
 - b. Renewal – you should receive your results within a few days.
4. Once your application/renewal has been confirmed by OSG NSW Regional Office you can complete the Volunteer Induction.

How do I complete the Volunteer Induction?

1. Access a computer with internet access.
2. Visit the [OneSchool Global Volunteer Induction Video](#)
3. Watch the video and once finished, select 'Click here to complete this WHS Volunteer Induction'.
4. Complete the [NSW Volunteer Induction webform](#) including:
 - a. Download, sign and upload the Volunteer Agreement
 - b. Download, sign and upload the Confidentiality Agreement
 - c. Provide correct information for all fields.
 - d. Upload supporting relevant documentation (Drivers Licence, Safe Food Handling certificate)

Essential ongoing actions required throughout your volunteering

1. Apply for renewal of your WWCC at least one month prior to expiry. Once renewed, send confirmation email to your Campus Office Administrator.
2. Apply for renewal of your Drivers Licence at least 2 weeks prior to expiry. Once renewed, send a photo (back and front) of your renewed licence to your Campus Office Administrator.
3. Personal information – if any of your contact details (phone/email) change, please email the information to your Campus Office Administrator.

What other information is required if I am a driver?

1. Drivers licence details entered into the form.
2. Photo (back and front) of current drivers licence to be uploaded
3. A copy (back and front) of each renewed licence provided to your Campus Office Administrator.

What other information is required if I am a Canteen Worker?

1. Your Food Safety Course Certificate (or your RRT number if completed with them) to be uploaded.
2. Your Food Safety Supervisor Certificate (or your RRT number if completed with them) to be uploaded.

What other information is required if I am a Canteen Supervisor?

3. Your Food Safety Course Certificate (or your RRT number if completed with them) to be uploaded.
4. Your Food Safety Supervisor Certificate (or your RRT number if completed with them) to be uploaded.

OSG Contact Information

	Name	Email	Phone
OSG Campus			
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