



St Michael's Collegiate

*Set for life*

## Participating at St Michael's Collegiate School

### Pre-Activity:

The below items are required to be completed and returned prior to the commencement of any activity to:

- The Sports Coordinator for sporting activities;
  - Rowing Liaison or;
  - The HR Coordinator for all other activities
1. Current Tasmanian working with vulnerable persons registration (RWVP) (Please note Collegiate as the 'employer') [Working with Vulnerable Persons Registration](#)
  2. Current National Police check (within 3 months of issue) <https://www.mercury.com.au/police-check-online/>
  3. Completion of the online child safety training\*
  4. Completion of our Volunteer or Contractor Details form
  5. Passport style photograph of yourself for issuing of Identification Cards

### \*Child Safety Training

The School is undertaking Safe Schools Accreditation through the Australian Childhood Foundation's Safeguarding Children Program and this forms an integral part of our commitment to Child Protection. All adults are required to complete the **mandatory** online training; this includes teachers, administrative, casual, contracted staff, volunteers and any person who has direct contact with children in delivering a service or activity.

Information on the Safeguarding Children Program can be found via the link: [Safeguarding Children Training Program](#)

Instructions and a guide for usage are attached. This includes the enrolment key: **SM-COLLEGIATE** which is needed to commence. Training is self-paced covering 6 modules and takes approximately 2 hours to complete.

Once completed you will be issued with a certificate of completion. Please forward a copy to [volunteer@collegiate.tas.edu.au](mailto:volunteer@collegiate.tas.edu.au) or [hr@collegiate.tas.edu.au](mailto:hr@collegiate.tas.edu.au)

We recognise that this training places a time burden on you and we very much appreciate your support to help the School meet its commitment to reducing the risk of abuse and keeping children and young people safe.

Should you have any queries, please do not hesitate to contact your nominated supervisor at Collegiate.