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 and WHS Induction Acknowledgement

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 or telephone 8521 4500. Thank you for taking the time to complete the above requirements, it is very much appreciated.