February, 2014

Dear Parents, Carers and Grandparents,

**Parent Helpers / Volunteers**

For your information, all parent helpers and volunteers at OLOW need to complete an online Child Protection Training module every two years. If you are unsure whether your training is up to date, please contact the office and the office staff will be able to help you.

Examples of volunteer workers in a school include:

* Music helpers  * Reading helpers  * Maths helpers  * Computer tutors
* Library helpers  * Excursion helpers  * Classroom “general” helpers  * Sports Carnival helpers

When you come to school to help out in any area of the school, or if you are attending an excursion, you are required to sign in and out at the office. This is a mandatory requirement for all schools.

If you would like to do the online Child Protection Training module, please go to:

http://childprotection.parra.catholic.edu.au

After successfully completing the module, an email notification will be sent automatically to the volunteer’s email address and the school will be notified.

To ensure the safety and welfare of all children at Our Lady of the Way, a record of volunteers who have complied with this requirement is kept at the office. Before any parent helpers are selected for excursions, it is standard practice to check that their names are on our verified Child Protection Volunteers list.

Grandparents who would like to help in any way are also very welcome to comply with this requirement and be added to our list.

Thank you for your generous support, enthusiasm and willingness to get involved and thank you for working together to ensure our children are kept safe at all times.

Yours sincerely

Sue Veling
Principal