



Registration Pack

Volunteers, Visitors & Contractors

**NEWHAVEN
COLLEGE**



Name: Registration Pack
Applies to: Volunteers, Visitors & Contractors
Date: January 2025
Review Due: January 2026
Reviewer: Director of Business

This document is designed to establish a commitment by Newhaven College and its direct contact visitors to the Newhaven College or working alongside our students off-site.

A regular, direct contact or casual visitor:

- May be involved in providing support, guidance, and supervision directly to students.
- Have direct contact with students.
- Volunteers to perform all duties on a voluntary basis of your own free will with no financial reimbursement, but rather by way of exchange of cultural experiences.
- Are not engaged as employees of the College.
- If contracted will receive payment in exchange for goods or services received.



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Newhaven College Contact Person

Your initial contact person at Newhaven College will be:

Supervisor

Phone/Extension: 03 5956 7505

Email:

Information we require before commencement of your role within the College is to be submitted to compliance@newhavencol.vic.edu.au ph. (03) 5956 7505 to seek further information on the appropriate next steps prior to undertaking any child related duties:

- Working With Children Check (WWCC) or Victorian Institute of Teaching (VIT) details
- Completed Registration Form and Child Policy Agreement
- Certificate of Completion of Child Safe Training, 2025 if deemed necessary for your role.

Location and times within the College where you will be visiting:



Section 1: Personal Contact Details

Title:

Full Name:

Residential Address:

Postal Address: Same as Above

Email Address:

Contact Phone Number:

Drivers Licence #:

Section 2: Additional Information

Do you currently have a family member attending Newhaven College?

Student Name:

Year:

Relationship to Student:

Student Name:

Year:

Relationship to Student:

Student Name:

Year:

Relationship to Student:

Section 3: VIT or Working with Children Check (WWCC) details

If visitors are carrying out child-related work, the College requires the visitor to hold a VIT Registration or valid Working with Children Check prior to any activity being undertaken.

WWCC Card Number or N/A:

Expiry Date:

OR

VIT Number or N/A:

Newhaven College requests your immediate action to register yourself with the us as a volunteer, visitor, or employee at <http://workingwithchildren.vic.gov.au/>. We appreciate your prompt action as this is a department of justice requirement that this be completed within 21 days of commencing your duties.



Section 4: Visitor Emergency Contact Details

Emergency Contact Name:

Relationship:

Emergency Contact Phone:

Section 5: Visitor, Volunteer & Contactor Agreement

Newhaven College commitment to Visitors in our College:

Newhaven College values its visitors and we will provide you with:

- Child Safe information and training as a deemed appropriate in your role as a volunteer, visitor or contractor;
- child safe training as it applies to the role;
- a safe and healthy environment and experience
- a contact/supervisor, so that you have the opportunity to ask questions and get feedback

Visitor, Volunteer or Contactor commitment to Newhaven College:

Signing this document you agree to:

- comply with our code of conduct documents which forms part of this agreement;
- comply with our child safe policies and that you have acknowledged and accepted them;
- comply with all safety instructions and take care of your own health and safety and that of others affected during your hosting period;
- notify your contact/supervisor immediately of any injury, illness or safety hazard related to your activities with us at the College;
- declare that you have never been in breach of another organisation's child protection code of conduct;
- declare that you have never had concerns raised about your behaviour towards children or vulnerable persons;
- notify us immediately if you are charged with or convicted of any offence which may impact on your Working with Children Check (WWCC);
- notify us immediately if you become aware that a student has been sexually or physically abused or groomed;
- notify the principal if you have concerns or become aware of an alleged breach of child safe and duty of care in accordance with the Code of Conduct/Child Safe Policies hereby agreed;



- be familiar with the procedures for responding to a child protection incident including removing the child from harm if you are responsible for the child at that time;
- participate in all relevant induction and training programs;
- comply with confidentiality and privacy requirements relating to information you obtain as part of your duties;
- be open and honest in your dealings with us and let us know if we can improve our visitor program and the support that you receive.



I, _____ (Full Name)
acknowledge that I have read and understood the policies linked below. Please click on
each reference number below to view the full policy:

- 1. Student Safety and Wellbeing Policy
- 2. Student Safety and Wellbeing Code of Conduct
- 3. Student Safety and Wellbeing - Raising and Responding to Concerns
- 4. Student Safety and Wellbeing - Recruitment and Employment Policy

Visitor Name

Signature

Date

Office Use Only

WWCC sign off

Signature

Date

Compliance

Manager Signature

Date

Added to Register

Quick Pin Allocated

Relevant Staff Advised