Dear Parents/Carers,

Hoxton Park High School is offering students in Years 9 and 10 an opportunity to participate in the NSW Premier’s Student Volunteering Awards program. This program encourages students to undertake a minimum of 20 hours of volunteering in their school and community. Students who achieve this will receive a certificate from the Premier of NSW, as well as further certificates for completing 40, 60 and 80 hours of volunteering during Years 9 and 10. There are many different volunteering activities students can do that will be acknowledged through the Premier’s Awards program. However, not all of these activities will be covered by the Department of Education and Training’s insurance and indemnity arrangements. To ensure you understand the process we will take for activities that will be covered, please reading the following guidelines carefully. School approved activities are organised by the school, and will often, but not always, occur on the school site during normal school hours.

Step 1: The volunteering activity is proposed by teachers and/or students and the co-ordinating teacher will undertake a preliminary check to determine if the activity is suitable for inclusion in the Premier’s Awards program.

Step 2: If appropriate, the teacher designated to supervise the activity will undertake a risk assessment, resolving foreseeable issues and developing a risk management plan.

Step 3: Students, parents and a host supervisor (or the supervising teacher) will be asked to complete the relevant section of a Student Volunteering Record form (permission note). This keeps all details of the activity in the one place for easy reference.

Step 4: When the Student Volunteering Record is completed by all parties, the Principal gives final approval for the activity to go ahead. This activates the DET’s insurance and indemnity arrangements.

If these steps are not taken BEFORE a student undertakes a volunteering activity, they will not be covered by DET insurance.

External activities are undertaken outside school hours and are organised by students and their parents, for example, helping an elderly neighbour with their shopping or gardening or volunteering with Surf Life Saving. Such activities may be acknowledged by the Premier’s Awards, but are private arrangements and as such, the NSW Department of Education and Training is not responsible for monitoring and ensuring the child’s safety. Parents and carers should ensure adequate public liability insurance arrangements are in place.

Further information about the NSW Premier’s Student Volunteering Awards program can be found at www.curriculumsupport.education.nsw.gov.au/volunteering, or by contacting Miss Debreczeni, our school Coordinator.

Mrs J Tourtas  
Principal

Miss C Debreczeni  
Student Volunteering Coordinator
Students are to return the signed note to their Roll Call teacher by the end of Week 7

Parent/Carer Acknowledgement
☐ I understand that my child ______________________________ of Year _____ is eligible to participate in the NSW Premier’s Student Volunteering Awards program whilst he/she is in Years 9 and 10.
☐ I understand that not all volunteering activities he/she may undertake will necessarily be covered by DET insurance and indemnity.
☐ I understand that only activities approved by the school, will be covered by DET insurance and indemnity.

__________________________________________________________  ________________________
Signed (Parent/Carer)                                      Date