



IMPORTANT INFORMATION for All Volunteers

The Hutchins School is committed to the health and safety of all those who learn and work at the School.

Hutchins Volunteer Registration

All volunteers are required to be registered with the School and provide information that the School will use to:

1. Ensure our volunteer records are current, reliable and reflect the full extent of volunteer work being undertaken at Hutchins.
2. Contact a volunteer if required.
3. Contact a nominated person in the event of medical or other emergency concerning a volunteer.
4. Ensure that we meet our legal obligations under the Tasmanian Registration to Work with Vulnerable People (RWVP) legislation.

Registration to Work with Vulnerable People (RWVP)

All volunteers are required to hold a current Tasmanian Department of Justice Registration to Work with Vulnerable People card. This must be presented to Senior School Reception for validation prior to commencement.

Who are volunteers at Hutchins?

Volunteers at Hutchins will typically be:

1. Members of The Hutchins School Board, The Foundation Board, The Hutchins School Parents' Association and The Hutchins School Old Boys' Association.
2. All sporting coaches and other individuals involved in the School's co-curricular program.
3. Individuals frequently working in a classroom or Outside School Hours Care.
4. Partners and older children of employees who live in our boarding facility, Burbury House.
5. Individuals frequently volunteering in any other part of the School.

As a Hutchins volunteer what do you need to do?

Step 1: Apply for Registration to Work with Vulnerable People (RWVP) at www.justice.tas.gov.au/working_with_children

Step 2: Register as a Hutchins volunteer at www.hutchins.tas.edu.au/volunteers and complete our Volunteer Induction.

Step 3: Visit Senior School Reception to confirm your Hutchins and RWVP Registrations.

For more information please visit www.hutchins.tas.edu.au/volunteers or if you require further assistance please contact:

Mr Darryl White – People, Culture and Safety Manager on 6221 4314 or Mrs Alison Brown - Human Resources Advisor on 6221 4337.

The Hutchins School takes your privacy seriously. To learn more about how we manage your privacy please refer to our Privacy Policy at www.hutchins.tas.edu.au/privacy