

## Volunteer Information – 2026

We warmly welcome volunteers to our school. Prior to commencing to volunteer, the following must be completed and adhered to:

- All volunteers are required to **annually**:
  - complete the “Mandatory All-Staff Training (MAST) Program – Key messages guide for contractors, volunteers and Visitors, and preservice teachers and other adult students on placements” (see over for further details)
  - read, sign and return to the office the attached Wishart State School Volunteer Statement for the current year

**Submit** both the **completed MAST Declaration and Volunteer Statement** to our school Office for validation together – **record your child/s name and class/es on the declaration form** (your child can submit the documents to the Office on your behalf).

The following documents will be sent home with your child:

- The validated MAST Record of Completion –keep this for your records.
- A Volunteer Confirmation for the current year – show this to the teacher or staff member in the area/s you volunteer as confirmation you are able to commence volunteering and keep this for your records.

**Allow at least two business days** for the above documents to be validated and returned to you. If you are not a parent of a student currently enrolled at Wishart State School the Volunteer Confirmation will not be issued until such time as your Blue Card has been sighted at the school Office and your Blue Card has been linked to our school – see below and over for further information.

- Blue Card Requirements –
  - All volunteers at our school must hold a valid Blue Card, with the card linked to our school (see over for further details), to volunteer in any capacity
- Under the Blue Card system, a restricted person (this includes someone who has been issued with a negative notice, or has a suspended Blue Card, or is a disqualified person, or has been charged with a disqualifying offence which has not been finalised) must not start or continue to volunteer at a school (serious penalties can apply). Further information is available from the Blue Card website:  
<https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/138ea044-0a74-4b84-b25f-aab8a3d4b949>
- All volunteers must sign in and out on the Visitor’s Register located in the Administration Office, and wear a “Visitor” badge/label, each time they volunteer.

Please do not hesitate to speak with our Office staff if you have any questions in relation to volunteering and thank you once again for your support.

**Mandatory All-Staff Training (MAST) Program – “Key Messages Guide for Contractors, Volunteers, Visitors, and preservice teachers and other adult students on placements”**

- Read the MAST document which is available on our website [www.wishartss.eq.edu.au](http://www.wishartss.eq.edu.au) under Volunteers on the “Our community” tab. If you are unable to view and print the document online, phone the school Office and a copy can be sent home with your child, or you can drop in during Office hours collect a copy from the school Office.
- Complete and sign the Declaration at the back of the MAST booklet and return the declaration to our school office as detailed previously in this document

**Blue Card Information**

- If you hold a current Blue Card, present your card and photo identification (e.g. drivers licence) to the school Office, along with the completed Blue Card Link Form (available from the school website or Office).
- If you do not hold a current Blue Card you will need to apply for a Volunteer Blue Card online (a volunteer card is free of charge):
  - Information on how to apply is available at:  
<https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>
  - The first step in the process is to register for an online account with Blue Card Services (a Customer Reference Number [CRN] from the Qld Department of Transport & Main Roads is required prior to setting up an online account).
  - When you have an account number, drop into the school Office with your photo ID (e.g. drivers' licence) and the completed Blue Card Link Form (available from the school website or Office).
  - Once Blue Card Services have processed the link to our school and you have received notification from them that you are linked, you can complete your volunteer application fee free (if you complete the application before receiving the notification you will need to pay for the Blue Card).
  - The school will be notified when your card becomes active.

# WISHART STATE SCHOOL

## Volunteer Statement - 2026



**Surname:** ..... **Title:** Mr / Mrs / Miss / Ms / Other .....

**Given Name/s:** .....

I confirm that whilst volunteering at Wishart State School:

- I will maintain a valid (in date) Record of Completion of "Mandatory All-Staff Training (MAST) Program – Key messages guide for contractors, volunteers, visitors and preservice teachers and other adult students on placements" and present it to the teacher or staff member the first time I volunteer in that area and at other times when requested.
- I will hold a Blue Card and will ensure my card is linked to this school
- I am not a restricted person, and should this change I will immediately stop volunteering at Wishart State School (you do not need to tell us why you are no longer able to volunteer). Further information on this, including penalties, is available from the Blue Card website:  
<https://www.publications.qld.gov.au/dataset/blue-card-system-changes/resource/138ea044-0a74-4b84-b25f-aab8a3d4b949>
- I will sign in/out of the Visitors Register located in the Admin Office each time I volunteer.

☐ I AM a parent of a student currently enrolled at Wishart State School:

Name of youngest student: ..... Class: .....

**OR**

☐ I AM NOT a parent of a student currently enrolled at Wishart State School. I am:

- ☐ A relation/friend of a Wishart State School student - .....  
 (insert one student's name)
- ☐ A community member

**Volunteer's Signature:** ..... **Date:** .....

**Contact Phone No:** .....

| <b>OFFICE USE ONLY:</b>  | Initials OR N/A |
|--|-----------------|
| This volunteer has completed and signed this statement, and connection to school notated   | .....           |
| MAST Record of Completion sighted and in date (valid to 12/12/2026)  | .....           |
| Blue Card linked via the Blue Card Services Organisation Portal (refer to Blue Card Link form)   | .....           |
| Volunteer Confirmation Slip:<br><input type="checkbox"/> Sent to c/room of named student   OR <input type="checkbox"/> Handed to Volunteer from Office | Date:<br>/   /  |
| Signature of Officer Issuing Volunteer Confirmation: .....   |                 |