



# Induction Pack for Volunteers



# St John the Apostle Parish School

*A place of...*

## *Welcome, Love and Truth*

Spirited by our Catholic faith and in partnership with parents, parish and the wider community, we are committed to providing a high-quality, holistic and contemporary education for our students.

### Vision Statement

We respond to the message of St Luke the Evangelist, by being a welcoming and inclusive school community, as part of the Noarlunga/Seaford Parish.

We acknowledge the writing of St John the Apostle, God is Love (1 Jn 4:8), by striving to love one another as God loves us.

We continue the tradition of St Dominic, by seeking truth and justice through lifelong learning and prayerful reflection.

### Core Values And Student Outcomes



# Welcome

Thank you for your willingness to become a volunteer at our school. Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Volunteering helps provide quality care and education to our children and young people and supports Catholic Schools to promote values drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world.

It is important that your involvement and participation in our school is rewarding and a mutually beneficial experience. As part of our extended community and to support our commitment to the protection and care of all children and young people and the safety of all staff, all Volunteers are required to hold a valid and current Police Clearance and to complete the Responding to Abuse and Neglect Online Induction for volunteers (or face to face version).

This induction package also addresses Work Health and Safety, and Protective Practices. Together, these induction components aim to ensure the physical and emotional wellbeing of children and young people and the safety of our volunteers.

If you have not already done so, you are also asked to ensure that you have completed the CESA Volunteer Application Package, and provided a copy of your current, acceptable Police Clearance and CESA Volunteer Declaration. Please provide these documents along with your personal Identification (100 points if you do not hold a current, acceptable Police clearance).

Volunteers may be asked to provide two referees. If you have had regular involvement in the school, please provide the names of two staff members who know you. If you are new to the school, you are requested to provide the names of two professional referees (e.g. previous employer, doctor, lawyer, JP, teacher etc.).

As a volunteer you will be required to:

- Complete the CESA Volunteer Application Package and CESA Volunteer Declaration
- Hold a valid and current Police Clearance
- Complete the Responding to Abuse and Neglect Online Training for volunteers (or face-to-face version) and provide the completion certificate to the school
- Be properly inducted, including:
  - Work Health and Safety;
  - Duty of Care; and
  - Child Protection (RAN-EC; Mandatory Notification: Protective Practices)
- Observe confidentiality and privacy
- Observe school policies
- Comply with the Volunteer Code of Conduct

Once again, thank you for becoming a volunteer at our school and welcome to our community. We trust your experience as a volunteer will be rewarding for you.

## Package Contents

In this booklet you will find information relating to:

Page 4	The Code of Conduct for Volunteers in Catholic Schools
Page 5	Work Health and Safety Information
Page 8	Duty of Care and Child Protection, including Mandatory Notification
Page 10	Privacy and Confidentiality Statement
Page 11	Site Map

The following information is available on the school website for your reference:

- Responding to Abuse and Neglect Education and Care training: Volunteers Handbook
- Responding to Abuse and Neglect Education and Care: Information for School Volunteers
- About Protective Practices

Included in this pack is the:

- CESA Volunteer Application Package
- CESA Volunteer Declaration - This form includes a declaration that you have read the induction materials included in this booklet
- The procedure that needs to be followed to ensure that you have completed all the required information to become a volunteer
- Information on how to access the Responding to Abuse and Neglect Online Training for volunteers

### **Forms to be completed by the Volunteer and returned to the school:**

- CESA Volunteer Application Package
- CESA Volunteer Declaration

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers in Catholic Education SA. This will assist all volunteers in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Volunteers are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support the Principal and staff in the development of a Christ-centred learning community and act consistently within the Catholic ethos and mission of the Catholic school
2. Acknowledge and affirm success in individual and school achievement
3. Support the school's policies. The Principal has the responsibility to implement these policies
4. Treat all members of the school community with honesty, integrity, respect and courtesy
5. Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people
6. Maintain appropriate professional boundaries around their behaviour towards children and young people
7. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment
8. Respect and comply with all Federal, State and local laws
9. Declare situations that may give rise to, or the perception of a conflict of interest
10. Respect the privacy of others and others' personal and sensitive information
11. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
12. Present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

*Some of these requirements are explained in more detail in this Pack.*

## Work Health and Safety

Work, Health and Safety training is essential for all employees and volunteers in the workplace. All workers and employees including volunteers and visitors are required to take reasonable care for both their own health, safety and welfare and the health, safety and welfare of others. Volunteers are considered to be workers under current WHS legislation.

St John the Apostle School has a commitment to the health and safety of all members of the school community, and in particular we recognise the importance and safety of volunteers who undertake valuable work.

This school will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy. Additionally the school will ensure that volunteers are aware of their responsibilities to work safely and observe all established Policies and Procedures.

A copy of the Catholic Church Safety Manual is available in the school office or at the following link <http://www.cshwsa.org.au/procedures/>. Applicable school policies are available on the website.

St John the Apostle School places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the Front Office or the Principal.

*Please find below relevant WHS information for this site. You will be asked to sign off that you have completed this induction.*

### Volunteer Rights and Responsibilities

As a volunteer you have a number of rights you should be aware of:

- To work in a healthy and safe environment
- To be provided with information that adequately describes your roles and responsibilities
- Be provided with an induction prior to commencement as a volunteer
- To be provided with sufficient information, instruction and training for you to perform your tasks safely
- To be provided with adequate supervision
- Who to speak to if you have any queries about any aspects of your work

As a volunteer you also have responsibilities to:

- Work safely
- Not affect the safety of others
- Observe all established Policies and Procedures
- Report any safety concerns
- Undertake Responding to Abuse and Neglect: Education and Care Training for Volunteers
- Undertake your mandatory notification obligations, as required
- Hold a current acceptable Police Clearance

There are a number of important points relating to safety within our school that you should be familiar with:

### Safe Work

- You are only asked to do work which you can perform safely. If you feel that you cannot do a job safely or have any safety issues, please discuss with the Principal immediately

### Emergency Procedures (In the case of an emergency, dial 000)

- Make yourself familiar with the emergency evacuation plan for the area you are working in
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan

- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Fire Warden)
- If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for the all clear by the Principal or nominee

### **Reporting**

- Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to the Front Office or the Principal
- An Incident of Hazard Report Form will need to be completed

### **First Aid**

- First aid is located in the Front Office
- If you require first aid, please report to the Front Office

### **Equipment**

- This school provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary, please discuss this with the Principal
- The equipment must be in good working order and have a current test tag
- The equipment should only be used by the person that brought it in

### **Working Alone and Security**

- For safety reasons volunteers are discouraged from working alone
- Do not leave personal items unattended – Please be responsible for your own personal items
- If leaving the office/buildings outside of the working day, consider the personal safety of yourselves and others

### **Smoking, Drugs, Alcohol and Your Health**

- St John the Apostle School is designated as a smoke-free workplace. There is no smoking in the buildings or on these grounds
- Whilst on duty you should be in sufficient physical and mental health to be capable of complying with your duty of care to your colleagues and students
- You should not be impaired in the carrying out of your duties by reason of alcohol, medication, or an illegal drug

### **Vehicles**

- If you use your car as part of your volunteer duties, it will need to be roadworthy and fitted with seatbelts
- If you drive a car as part of your volunteer duties, a current driver's license and compliance with registration insurance and safety requirements are required. You will also need to complete a Driver's Declaration Form

### **Housekeeping**

- Please leave all work areas clean and tidy. Please report any issues with work spaces.

### **Chemicals**

- If you are required to use any chemicals while you are on site these must have been supplied by the school to ensure that they have been approved
- Safety Data Sheets are available for all chemicals used on site. Please make sure that you familiarise yourself with these before using any products
- If you have any concerns or require personal protective equipment to use any of these products please discuss this with the Principal

### **Fall Prevention**

- Any activity which involves working at heights must be done in line with safe systems of work, and in a manner which does not adversely affect your personal health and safety of that or others
- Step ladders are available in various locations around the school. Please familiarise yourself with the location of the nearest one to where you are working

- Please ensure that you familiarise yourself with the Safe Operating Practice attached to the step ladder prior to use. Ladders must not be used where there is a fall height of more than 2 metres

### **Manual Handling**

- Volunteers are discouraged from any activity requiring the use of force exerted, to lift, push, pull carry and otherwise move, hold or restrain any person, animal or things

### **Slips, Trips and Falls**

- Please take care if you are involved in setting up activities, tape down electrical cords, ensure boxes etc. are not left in walkways or likely to cause a hazard

### **Psychological Health**

- Stress management: Stress is increasingly becoming an issue in many workplaces
- All volunteers shall act in a manner that protects their own and others psychological health and report to the Principal concerns that you have

### **UV Protection**

- If working outdoors volunteers are asked to wear a hat for their own protection and to model good practices for students
- Sunscreen is available for your use in the staffroom

### **Food Handling**

- If food preparation is part of your duties please use the disposable gloves provided and wash your hands in water prior to serving and preparing food
- Please use heat proof gloves and tongs to protect against burns/scalds when handling hot food/equipment

### **Amenities**

- There is to be strictly no use of the children's toilet facilities. Please use the adult facilities in the Front Office
- Drinking water is available for use in the staffroom



# Duty of Care and Child Protection (including Mandatory Notification)

**Duty of Care:** As a volunteer you will play an important role in the education of our children in partnership with all staff of our school. In your relationship with children and young people, you are required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that your own behaviour is guided by this duty of care.

**Please talk to your Supervisor, Leader or the Principal if you have any questions regarding your duty of care.**

## Protective Practices: Professional Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

You have been provided with a copy of the *Protective Practices Guidelines*, which will assist members of the community to maintain professional boundaries. The Guidelines give examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children and young people, role, and possessions.

As a Volunteer, you will find helpful guidance in managing professional boundaries in the *Guidelines* on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations
- Conducting home visits.

*Protective Practices Guidelines* address appropriate physical contact in a range of situations, including

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The *Guidelines* address safe practices when it is legitimate to use physical restraint: that is only where a child's, young person's or adult's safety is threatened.

Education and care staff support children and young people with disabilities or additional needs through individual plans, which take various forms. These plans document the strategies that are to be used in supporting the child or young person, and will assist you to ensure your duty of care to the child or young person.

## Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

The Protective Practices as summarised in the brochure *About Protective Practices*.

Your Induction will include Responding to Abuse and Neglect Online Training for volunteers. All Volunteers are required to undertake this training. As part of the training you will receive:

- Information about your legal obligations as a Mandated Notifier
- Responding to Abuse and Neglect Education and Care Training: Volunteers Handbook
- Responding to Abuse and Neglect Education and Care: Information for Schools pamphlet
- A certificate for completion of the course.

## **What is Child Abuse?**

Your training will include information on the four types of child abuse:

(1) Physical abuse      (2) Sexual abuse      (3) Emotional abuse      (4) Neglect.

## **Why report Child Abuse?**

From time to time, volunteers working with children will experience children disclosing sensitive information. Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

## **When to report Child Abuse?**

You are required by law to report child abuse and neglect when you form a suspicion on reasonable grounds:

- A child or young person tells you that s/he has been abused
- Your own observation of the behaviour of a particular child or young person and/or injuries, or your knowledge of the child generally leads you to suspect that abuse is occurring
- A child or young person tells you s/he knows someone who has been abused (the child may be referring to her/himself)
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbour or sibling of the child/young person).

## **What does the law say?**

Volunteers are Mandated Notifiers and obliged by law to notify Families SA if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties. Volunteers must notify Families SA of their suspicion as soon as practicable after they form the suspicion.

## **What do you do if you have suspicions or concerns?**

You are not expected to act alone. Always seek guidance and work in partnership with the nominated staff member at the school (normally this would be the Principal or the person who inducted you as a volunteer). Your role as a volunteer means you are supported by professionals at the site in meeting your responsibilities as a mandated notifier.

## **Child Abuse must be reported to Families SA**

either online: [www.reportchildabuse.families.sa.gov.au](http://www.reportchildabuse.families.sa.gov.au)

**OR**

**Child Abuse Report Line 131478**

**After Hours Crisis Care 131611**

# Privacy Information and Confidentiality

## By you as a Volunteer

In the course of your work as a volunteer, you may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with your Supervisor or the Principal.

## About Your Privacy

This section provides information about the privacy of Volunteers.

## Privacy Information

1. In applying to provide services to the School, you will be providing St John the Apostle School with personal information. We can be contacted in the following ways:
  - Phone – 8382 2064
  - Email – [info@stjohns.catholic.edu.au](mailto:info@stjohns.catholic.edu.au)
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the period of your volunteer work in the School.
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
7. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
8. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

# Site Map

## Ground Floor

