

# **VOLUNTEER REGISTRATION INFORMATION BOOKLET**



## Welcome

Thank you for your willingness to become a volunteer at Tenison Woods College. 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 supporting our commitment to the protection and care of all children and young people and the safety of all staff,

All volunteers are required:

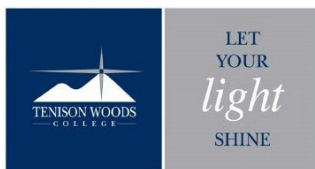
- To hold a current and valid Working with Children Check (WWCC) paperwork available from Front Office
- Complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers. <https://www.plink.sa.edu.au/pages/signup.jsf>.
- Complete the Personal Information and Volunteer Declaration forms (this is the declaration that you have read the induction material in this booklet) and return to front office or via email.

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.

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.

Regards,

Trudi Dempsey  
*WHS Coordinator*



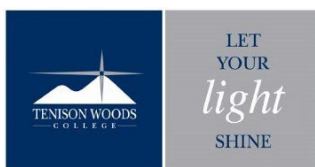
## VOLUNTEER CODE OF CONDUCT

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers at Tenison Woods College. This will assist all volunteers to understand clearly the expectations of them as well as their responsibilities and obligations.

Tenison Woods College 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.



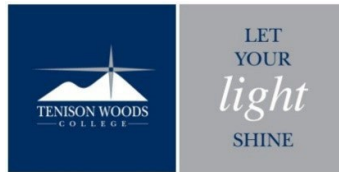
## **VOLUNTEER POSITION INFORMATION DOCUMENT (PID)**

Tenison Woods College is based on the Mercy and Marist charisms. The College has a strong commitment to creating positive futures for all students through its motto of “Let Your Light Shine”.

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1400 students including the Early Learning & Community Centre and a growing number of international students.

### **Volunteer roles and responsibilities may include:**

- Assist students’ literacy or numeracy activities;
- Support students in art/craft/drama, and other creative activities;
- Help facilitate fitness and recreation activities;
- Help with preparation of healthy snacks/meals;
- Always ensure supervision and safety of children;
- Report all incidents to staff;
- Provide feedback to staff;
- Assist with program planning, if needed;
- Assist with program space set-up, clean-up, & tidying.



## VOLUNTEER WHS INDUCTION

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.

Tenison Woods College 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 Supervisor.

*You will be asked to sign off that you have completed a WHS induction for volunteers.*

### 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;
- 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.
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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 RRHAN-EC Fundamentals course [every 3 years](#);
- Undertake your mandatory notification obligations, as required;
- Hold a current acceptable WWCC.

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

### SAFE WORK

You should only do work that you can perform safely, if you feel that you cannot do the task safely or have any safety issues please discuss with your Supervisor immediately.

### HAZARDOUS MANUAL TASKS

The site will identify hazards from manual handling and assess the risks associated with each activity to either eliminate or reduce the risk as far as reasonably practicable. As a volunteer you will be provided manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

### TOOLS, MACHINERY AND EQUIPMENT

Any tools, equipment and machinery to be used for tasks undertaken should be supplied by the site. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected/licensed in accordance with appropriate statutory requirements or standards. Where required the operator must hold an appropriate current license or certificate of competency.

## **ELECTRICAL**

It is preferred that personal items are not brought onsite for use. However, if bringing in electrical items for short term use only they must be in good working order and visually inspected prior to use and taken home after task completed. If regular use of the equipment is required then the item must be tested and tagged.

## **FIRST AID**

All injuries must be reported to the Supervisor as soon as practicable.

First Aid Kits can be found in the Front Office and specific areas of the school such as canteen, PE Department, Science, Sugarloaf café & Design & Technology.

An Automated External Defibrillator can be found in the Front Office, PRC, Music Office, Barrie Holmes Stadium & Early Learning & Community Centre.

## **HAZARD / INCIDENT / INJURY REPORTING**

Whilst working at Tenison Woods College, you are required to report all hazards or incidents to your Supervisor.

## **EMERGENCY MANAGEMENT**

In the event of an emergency, contact the Front Office. Prior to commencement of work, you should familiarise yourself with the site's Emergency Evacuation Plans. If unsure of the process contact any staff member or WHS coordinator. (Emergency Evacuation Plans are displayed throughout each building.)

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an evacuation alarm, you and any students with you must evacuate the area immediately and follow the directions of the appointed wardens. You must not re-enter the evacuated building until it is advised to do so by either the Metropolitan Fire Service (MFS,) Country Fire Service (CFS) or the Chief Warden or representative.

Your Emergency Assembly Area is on the oval adjacent to Barrie Holmes Stadium.

## **HAZARDOUS CHEMICALS**

You must only use chemicals supplied by the site. The chemicals used by this site have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets (SDS) prior to use. A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the chemical is being used or stored.

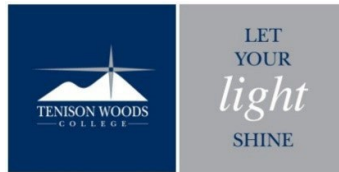
If you have any concerns or require personal protective equipment (PPE) to use any of these products please discuss with your Supervisor.

## **AMENITIES**

Volunteers will use only staff toilets located around the school.

## **PARKING**

Vehicles must be parked in a designated area as appropriate. Vehicles are not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless directed to do so by an authorised officer.



## **FITNESS FOR WORK**

No person shall be permitted to work at Tenison Woods College while their ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

## **COVID VACCINATION**

Tenison Woods College strongly encourages vaccination, but it is not required to work and volunteer in most CESA workplace settings

## **SMOKING, DRUGS, ALCOHOL and your health**

Tenison Woods College is designated as a smoke-free workplace. There is no smoking/vaping in the buildings or on these grounds.

You should not be impaired in the carrying out of your duties because of alcohol, medication, or an illegal drug.

## **HARASSMENT**

Refer to the Code of Conduct. If you feel harassed, please report the incident to your Supervisor.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) and SUN PROTECTION**

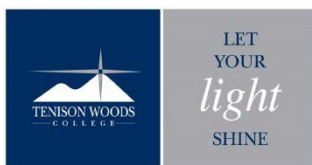
When working outside in the sun, it is recommended that you wear wide brimmed hats or neck covers under hard hats, and sunscreen. You must wear specific protective equipment in certain signposted areas.

## **HOUSEKEEPING**

Please leave your work areas clean and tidy.

## **VEHICLES**

If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that the seat belts are fitted and worn. A current driver's license is required and must be sighted by Administration.



## DUTY of CARE & 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 and Role 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

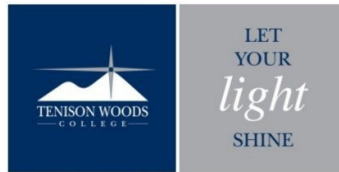
All volunteers are required to undertake the Responding to Risks of Harm, Abuse and Neglect - Education and Care Fundamentals course.

RRHAN-EC training is how we make sure we:

- All have the same information about mandatory notifications;
- Understand our role working together to safeguard children and young people.

You will receive a certificate of completion at the end 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 they know 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 the Department for Child Protection 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 the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

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

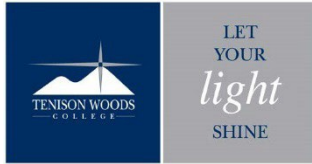
You are not expected to act alone. Always seek guidance and work in partnership with the nominated staff member at the school (normally this would be the Principal or the person who inducted you as a volunteer). Your role as a volunteer means you are supported by professionals at the site in meeting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

## Child Abuse must be reported to the Department for Child Protection

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

Child Abuse Report Line 131 478

After Hours Crisis Care 131 611



## PERSONAL INFORMATION FORM

First name: \_\_\_\_\_ Surname: \_\_\_\_\_

Previous name (if applicable): \_\_\_\_\_ Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Contact number - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact person in case of emergency while volunteering:

Full name: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

Contact number - Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Do you have any medical conditions that may affect your safety while volunteering?

No  Yes (please state): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Names of children attending Tenison Woods College:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am fit and a person of good character.

I acknowledge that this completed form with any other accompanying documentation needs to be returned to school and will be kept on file.

All information that relates to the privacy of individuals will be held at the school in a secure place and only accessed by the Work Health and Safety Coordinator and Principal.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



## VOLUNTEER DECLARATION

*Tenison Woods College places great value on the work completed 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.*

I have read and I understand the:

Tenison Woods College Code of Conduct

Volunteer Position Information Description (PID)

Volunteer Work Health and Safety Induction.

Duty of Care and Child Protection – Mandatory Notification

I have completed the online RRHAN training and supplied a copy to the College

I agree to abide by the rules described above and understand that I may be removed as a Volunteer if I violate any of these rules.

Name:.....

Signature:.....

Date:.....