

St Joseph's School Kingswood

Induction Pack for Volunteers



St Joseph's School
Kingswood

Welcome

Thank you for your willingness to become a volunteer at our school. Volunteers play an important role in the education of children in partnership with the staff of Catholic schools. Volunteering helps provide quality care and education to our children 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.

Why is parent and family involvement in our school communities so important?

- It sends a strong message to your children that you value their education and their school.
- Builds valuable partnerships between the school leaders, teachers, staff and parents.
- Provides practical help for busy teachers and staff.
- Builds parents' understanding of school processes and practices
- Models parent involvement and partnership to the wider community.
- Builds community and a sense of belonging.

“When schools and families work in partnership, children perform better academically, stay in school longer and enjoy their schooling”. (*Australian Government Family School Partnership Framework*)

There are many ways to become involved in the life of your school community.

Everyone has something to offer.

- Coaching a sport team
- Assisting on excursions and camps
- As a member of the Parents & Friends Committee or School Board
- Helping in the tuckshop or library
- Helping with school banking
- Listening to reading
- Helping out in the classroom for cooking/art etc.
- Helping at school events
- Assisting at working bees
- Becoming involved in Subcommittees (e.g. OSHC, Policy Development etc.)

It is important that your involvement and participation in our school is rewarding and a mutually beneficial experience. We are committed to the protection and care of all children as well as the safety of all staff and volunteers, for this reason there are a number of induction requirements that need to be completed before you can volunteer at the school.

These procedures aim to ensure the physical and emotional wellbeing of our children and the safety of our volunteers.

Please read this entire pack before clicking onto any of the links.

Requirements for becoming a Volunteer

Before volunteering, you must have obtained/completed each of the below:

- Hold a valid and current **Catholic Archdiocese Police Clearance**
- Hold a valid and current Department of Human Services, **Working with children check (WWCC)***
- Hold a valid **Responding to Abuse & Neglect (RAN-EC) certificate**
- Completed **Volunteer Declaration Form**
- Completed **Volunteer Details Form**
- Completed **Confidential Volunteer Health Form**

*As part of the process for obtaining a Catholic Archdiocese Police Clearance, you receive your WWCC. However if you have a WWCC (e.g. for employment) but not a Catholic Archdiocese Police Clearance, you will still need to apply for the latter.

If you have a current Catholic Archdiocese Police Clearance, Working with children check (WWCC) and/or RAN-EC certificate you do not need to apply/complete these again- simply email a copy to admin@stjk.catholic.edu.au or bring them into the Front Office. You still need to complete the forms via SZapp.

As a volunteer you will need to read, understand and comply with:

- the **Volunteer Code of Conduct** – *as per Section 1 of this Pack*
- school **Work Health and Safety** requirements - *as per Section 2 of this Pack*
- the **Protective Practices** and Legal obligations outlined in the **Duty of Care and Child Protection** information provided. – *as per Section 3 of this Pack*.
- **confidentiality and privacy** of information – *as per Section 4 of this Pack*
- **school policies** relevant to your volunteer role. <http://www.stjk.catholic.edu.au/our-school/policies-and-reports>

Once again, thank you for becoming a volunteer at our school and welcome to our community.

Process for obtaining or renewing Catholic Archdiocese Police Clearance (and WWCC if you don't have one)

- Come into the Front Office with relevant ID docs (or evidence of current WWCC) and complete the name/address portion of an Initiation Check Request Form
- Within 3-10 business days you will receive an email from the DHS Screening Unit
 - At your earliest convenience, follow the prompts to complete the online application for your clearances (please note the link in the email expires if not completed within 4 weeks)
- Once you have been approved, you will receive a wallet-sized card that proves you have received your Catholic Archdiocese Police Clearance and WWCC – please bring this card to be sited into the Front Office

Info re: ID verification

Proof of ID must be the **original documents** or certified true copies.

The documents must total **100 points** and one ID needs to include a **photograph**.

If volunteer is applying with **different name** from that shown on any of the ID docs, they must provide **evidence** of name change (e.g. marriage/change of name certificate from BDM or divorce papers from Family Court. NB These do not count towards the 100 points).

Category A

70 points - only one document from this category will be accepted

- Birth certificate or extract
- Australian citizenship certificate
- Current passport
- United nations refugee visa, or similar, authorising national travel agent

Category B

40 points for initial document

25 points for subsequent documents

- Australian driver's licence or permit
- Department of Veteran's Affairs (DVA) card
- Centrelink pensioner card
- Health care card
- Government employee ID card
- Tertiary student ID card
- Medical practitioner reference (only if applicant is known to the doctor for at least a year)

Category C

25 points – if more than 1 document from this category is used, they must be from different organisations

Bank or credit card	Insurance papers
Utility bill (telephone, gas, electricity or water)	Proof of age card
Private health care card	International driver's licence
Medicare	Tax notice
Council rates	Superannuation statement
Seniors	Motor vehicle registration
Rental property lease agreement	Professional or Trade association card
Electoral roll registration	

Process for obtaining or renewing your Responding to Abuse and Neglect (RAN-EC) certificate

- [Click this link](#) and complete the training (it only takes approx. 20 minutes).
- Once completed, you will receive an email that includes a link to your certificate to verify you have completed the training.
- Either email a copy of the certificate to admin@stjk.catholic.edu.au or print and bring into the Front Office

Process for completing the 3 Forms

Each of the 3 forms can be accessed on SZapp or you can click each of the links below. Alternatively, if you prefer to complete on a PC/laptop, click each of the links on the Forms section of our website <http://www.stjk.catholic.edu.au/our-school/forms>.

Once you fill out the details, you do not need to provide anything to the Front Office as they will automatically receive the information and hold it, confidentially.

- Completed **Volunteer Declaration Form** – [click here to access](#)
- Completed **Volunteer Details Form** – [click here to access](#)
- Completed **Confidential Volunteer Health Form** – [click here to access](#)

If you've successfully completed each of the above steps, you are ready to volunteer. Thank you in advance, for your time.

INFORMATION FOR VOLUNTEERS-

1. Code of Conduct for Volunteers in Catholic Schools

(Adapted from the SA Commission for Catholic Schools (SACCS) Code of Conduct for Staff employed in Catholic Education SA, 2014)

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 of 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:

- 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;
- Acknowledge and affirm success in individual and school achievement;
- Support the School's policies. The Principal has the responsibility to implement these policies;
- Treat all members of the school community with honesty, integrity, respect and courtesy;
- Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people;
- Maintain appropriate professional boundaries around their behaviour towards children and young people;
- Refrain from behaviour which constitutes bullying, discrimination or any form of harassment;
- Respect and comply with all Federal, State and local laws;
- Declare situations that may give rise to, or the perception of a conflict of interest;
- Respect the privacy of others and others' personal and sensitive information;
- Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
- 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.

2. Work Health and Safety Information

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.

The following information forms part of your WHS Induction.

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
- be given details about 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;

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

Safe Work

- You should only be 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 your Supervisor / Leader 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. (see attached site map)
- 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 organize 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.

First Aid

- First aid kits are located in the First Aid room adjacent to the Front Office.
- If you require first aid, please report to the Front Office.

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 your Supervisor.

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 your Supervisor / Leader.

Chemicals

- You must only use chemicals supplied by this school. The chemicals used by this school have been assessed for risk prior to use. Make yourself aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment, to use any of these products please discuss with your Supervisor / Leader.

Working Alone and Security

- For safety reasons volunteers are discouraged from working alone.
- Do not leave personal items unattended.
- If leaving the office/buildings outside of the working day, consider the personal safety of yourselves and others.

Smoking, Drugs, Alcohol and Your Health

- This 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

- Volunteers will not normally be asked to use their vehicle. If you use your car as part of your volunteer duties, please refer to the school's policies and procedures.
- 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.

Housekeeping

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

Site-specific amenities: your induction will include site-specific matters such as

- Where drinking water is located
- Bathroom facilities suitable for Volunteer use
- Hats are to be worn for outside activities. This is for skin cancer prevention and positive role modelling for the children.

This 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 Leadership or the front office.

3. 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 you are required to ensure that the physical and emotional welfare of children 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 in ways that do not compromise the child's welfare.

Please read the following to assist you in ways to maintain professional boundaries. The guidelines give examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children, 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 or adult's safety is threatened.

Education and care staff support children 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 and will assist you to ensure your duty of care to the child.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

All volunteers are required to complete the **Responding to Abuse and Neglect: Education and Care (RAN-EC) online (or face-to-face) training module for Volunteers.**

Useful documents about your legal obligations as a Mandated Notifier are listed below.

- [Responding to Abuse and Neglect Education and Care \(RAN-EC\) training: Volunteers Handbook](#)

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

Child Abuse Report Line 131478

After Hours Crisis Care 131611

4. 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

- In applying to provide services to the School, you will be providing St Joseph's School, Kingswood with personal information. We can be contacted at 33 Cambridge Terrace, Kingswood. Phone 8271 6553 or admin@stjk.catholic.edu.au
- 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.
- You agree that we may store this information for the period of your volunteer work in the School.
- 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.
- We will not disclose this information to a third party without your consent.
- We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
- 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.
- 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

