catholic education south australia

SOUTH AUSTRALIAN COMMISSION FOR CATHOLIC SCHOOLS

Induction Pack for Volunteers

Welcome

HOLY FAMILY
CATHOLIC SCHOOL

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: Education and Care' (RAN-EC) Online Induction for volunteers.

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 a Volunteer Details form, your current, acceptable police clearance, and Declaration form. 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 Volunteer Details Form and Declaration
- Hold a valid and current Police Clearance
- Complete the Responding to Abuse and Neglect – Education and Care (RAN-EC) for volunteers online training
- Be properly inducted, including:
    - Work Health and Safety
    - Duty of Care
    - Child Protection (RAN-EC; Mandatory Notification: Protective Practices)
- Observe confidentiality and privacy
- Observe school policies. School policies are available to view at www.holyfamily.catholic.edu.au in the Parent Resources area
- 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.

KERRY WHITE
PRINCIPAL

Package Contents

In this package you will find information relating to:

- Code of Conduct for Volunteers in Catholic Schools
- Work Health and Safety Information (insert to be signed and returned to the school)
- Duty of care and child protection, including mandatory notification
- Responding to Abuse and Neglect Education and Care: Information for School Volunteers (pamphlet)
- About Protective Practices (pamphlet)
- Privacy statement

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

- Volunteer Details Form
- Health Form
- Applicant Declaration Form – this form includes a declaration that you have read the induction materials included in this booklet

Applying for a Police Clearance

To apply for the Police Clearance, please come to the front office where a consent form will be prepared by office staff which will also require a 100 point check to be completed. Please bring your identification with you.

There is no cost to you to apply for the clearance and it is valid for 3 years.

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 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 polices, 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.

Refer also to the Federation of Catholic School Parent Communities' Charter for Parents located at http://www.parentfederation.catholic.edu.au.

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.

Holy Family Catholic 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 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;
- 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:

Signing in/out

- All volunteers are required to sign-in at the Front Office and collect a visitor pass on arrival. Please sign out at the Front Office prior to leaving the school and return your visitor pass.

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 your Supervisor / Leader immediately.

Emergency Procedures

- 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 ‘Lockdown’, 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 your Supervisor.

First Aid

- First aid kits are located in the front office, Hall and Centre.
- First aid office is located in the Front Office Reception area. All staff are first aid training and are only on location during normal office hours. If you have any special medical needs, please advise our first aid staff.

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

- Holy Family Catholic 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 licence 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:

- Drinking water is located either in the staff room or in each classroom
- Staff toilets are available around the school for use by volunteers. Please do not use any student toilet.

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 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 can access a copy of the *Protective Practices Guidelines* from the school website at www.holyfamily.catholic.edu.au, 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 Guidelines are summarised in the brochure About Protective Practices provided with this pack.

Your Induction will include the ***Responding to Abuse and Neglect: Education and Care (RAN-EC)*** **online training module for Volunteers.**

All Volunteers are required to undertake this training. The online presentation takes about 25 minutes to complete. If you already have a current Responding to Child Abuse & Neglect certificate, please provide a copy to the front office.

To accommodate this requirement volunteers can come into the school and complete this with our support. The online training can also be completed using your own computer at home by following the instructions below:

1 Log on to http://www.holyfamily.catholic.edu.au
2 Click on ***Parent Resources***
3 Scroll down to ***Volunteers***
4 Click on ***Volunteers child protection training***
5 At the end of the presentation, please complete your details for a confirmation message to be sent directly to the school advising that you have completed the training.

The Responding to Abuse and Neglect Education and Care: Information for School Volunteers brochure is included with this pack.

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 Department of 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 Department of 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 Principal or Deputy Principal. 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 Department for Child Protection
either online: 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 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 Holy Family Catholic School with personal information. We can be contacted at 71 Shepherdson Road, Parafield Gardens, Tel 8250 6616, Email info@holyfamily.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

Notes:

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CATHOLIC SCHOOL

VOLUNTEER APPLICATION PACKAGE

VOLUNTEER DETAILS FORM, HEALTH FORM & DECLARATION FORM

VOLUNTEER DETAILS FORM

PERSONAL DETAILS	
Surname:	**Given Name:**
Home Address:	**Postcode:**
Postal Address:	
Home Telephone:	**Mobile Phone:**
Email Address:	
Date of Birth:	**Religion:**

EMERGENCY CONTACTS	
Emergency Contact 1:	
Name:	**Relationship:**
Home Address:	**Postcode:**
Home Telephone:	**Mobile Phone:**
Emergency Contact 2:	
Name:	**Relationship:**
Home Address:	**Postcode:**
Home Telephone:	**Mobile Phone:**

VOLUNTEER IDENTIFICATION	
Type of identification: (eg birth certificate, current passport, driver's licence, marriage certificate, or other for any changes of name)	**ID number:**
If volunteering as a driver, driver's licence number, car registration, & third party insurance, as applicable	

If Work Experience Student:		
Has letter from Principal attesting to student's character and suitability to undertake work experience been received?	Yes / No	Date:

AREA OF INVOLVEMENT	
Please indicate in which area(s) you will be volunteering eg classroom, sport, cleaning, excursions	
Please give details of your experience or other relevant information relating to the area(s) of involvement	
Start Date of volunteering:	**End Date of volunteering: (if known)**

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VOLUNTEER HEALTH FORM - CONFIDENTIAL

MEDICAL CONTACT DETAILS

Doctor's Name: …… **Doctor's Telephone Number:** …….

Ambulance Cover: Yes No (Please circle one)

Private Health Cover: Yes No (Please circle one) **Fund name**: ……..

HEALTH CARE DETAILS

Do you have any medical condition, allergy or other health care concerns which we should be aware of in an emergency? Yes No (Please circle one)

If yes, please provide details: …….

……

……

Are you aware of any medical condition that you have that could result in a medical emergency?

Yes No (Please circle one) If Yes, Please provide details of possible emergency and how to recognise it.

……

Emergency treatment: ……

……

MEDICAL CONSENT AND ACKNOWLEDGEMENT

In case of an emergency, and in the event that I am unable to give consent at the time, I give the School permission to use their judgement in obtaining any medical attention which they may consider necessary. I consent to my doctor or medical specialist being contacted in a Medical Emergency.

To the best of my knowledge I have no known medical condition that would affect my role(s) in the areas of involvement as nominated in the Volunteer Details Form, and I will advise the school if my circumstances change.

I acknowledge my medical information will be kept on file at the school.

Signature of Volunteer: **Date:**

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VOLUNTEER DECLARATION FORM

Child Protection and Privacy
Volunteers play an important role in the education of children and young people in partnership with the staff of Catholic schools. Catholic schools must only engage volunteers who are appropriate, suitably skilled, trained and or qualified to work with children and young people.

Holy Family Catholic School is committed to providing the highest possible level of safety and security for students and staff, including volunteers. An integral aspect of is to ensure that all adults who have access to children and young people during the course of school activities are persons of high integrity who pose no threat to the emotional and physical wellbeing and safety of students. Therefore, electronic screening occurs for all volunteers in education settings in our diocese undertake, and volunteers are required to complete 'Responding to Abuse and Neglect' training for volunteers. Our **school** requires all volunteers to obtain and hold a valid and current Police Clearance.

To be considered as a volunteer at **Holy Family Catholic School**, you are required to complete the following declaration. Upon receipt of an individual's Volunteer Application, the Principal or responsible person will forward the 'Authority to Access Personal History' Information to the Catholic Education Office for processing. All other information that relates to the privacy of individuals will be held at the **school** in a secure place and only accessed by the Principal or Delegated Person of Responsibility).

DECLARATION BY VOLUNTEER APPLICANT

- I agree to take all reasonable steps to protect my own health and safety and that of others while on school property and/or while undertaking duties for the school
- I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school
- I understand that a range of screening procedures, including holding of a valid and current Police Clearance, are required for all volunteers.

Have you ever been charged with a criminal offence involving children, drug dealing, dishonesty or violence? If YES please provide details: …… YES / NO
……

- I declare that I am a fit and proper person of good character. Below are the names and details of 2 referees who will attest to my good character.
  ** If not previously well known to the school community, provide referee e.g. previous or current employer, doctor, lawyer, JP, teacher etc.*
  ** If well known to the school community, provide names & positions of 2 staff members who know you*

- I have received a Volunteer Induction Pack including the Volunteer Details, Declaration and Induction Checklist, and Work Health and Safety information for volunteering at the school. I have read and understood the contents and sought and received adequate explanation for any queries I might have had.

- I acknowledge that this completed form will be kept on file at the school.

I …… the undersigned, agree to comply with the policies, procedures and guidelines as outlined above.

Signature: **Date:**

Referee 1: (if referee is a staff member at the school, please state name and position)	
Name:	
Organisation:	**Position / role:**
Address:	
Telephone Number:	**Mobile Phone:**
Referee 2: (if referee is a staff member at the school, please state name and position)	
Name:	
Organisation:	**Position / role:**
Address:	
Telephone Number:	**Mobile Phone:**