



# VOLUNTEERS INFORMATION PACKAGE

## Volunteering at St Dominic's Priory College

As part of our duty of care to ensure the health, safety and welfare of our students, persons performing specific functions in Schools require a Working with Children Check through the Catholic Archdiocese of Adelaide. There are forms of **Acceptable Clearances** from other accredited screening agencies.

### Acceptable Clearances are as follows;

- South Australia Police Officers (SAPOL badge must be presented)
- Australian Federal Police
- All checks issued prior to 1<sup>st</sup> July 2019 date will continue until the 3 year expiry date
- Under 14's are exempt
- Working with Children Check from DHS

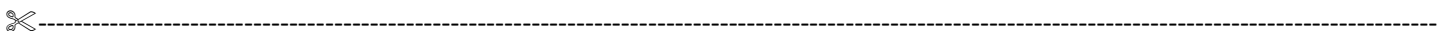
If you are intending to do voluntary work on site at St Dominic's Priory College and **do not** have any of the following you will need to organise a Working with Children Check before commencing. The cost of this clearance is covered by the College. Forms are available at the Primary and Secondary Office (*100 points of identification is required*) and once completed they are sent for processing to the Police Check Unit. Working with Children Check vary in processing time. You may need to allow up to six weeks to receive your Clearance in the post. Checks now are valid for a period of **5 years** from issue.

If you have one of the acceptable clearances you must bring the **original** document to the College to be sighted by the **Nominated Authorised Person**, who will then add your details to the College database and you will then be cleared to attend voluntary work on site after induction. Once an individual is cleared for service at the location they are not required to obtain another Working with Children Check at any other Catholic site unless their current clearance has expired.

It is also mandatory that you have a certificate of training for Responding to Abuse and Neglect (RAN). People who do not have this documentation, will not be able to volunteer in any working with children capacity. This is an important and vital component of keeping all students safe. This training can be completed online, and takes approximately 40 minutes, the website address is; [www.plink.sa.edu.au/pages/signup.jsf](http://www.plink.sa.edu.au/pages/signup.jsf). Once training is completed, please bring a copy of the certificate to the school or forward one onto the WHS Coordinator.

If you have a RAN certificate through your current workplace or from volunteering at another educational facility, then please bring it in to the College and a **Nominated Authorised Person** will check it is appropriate.

**Please return to slip below to the Primary/Secondary Office.**



### Volunteering at St Dominic's Priory College

<i>I do not have a current Police Clearance, and have submitted my application</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
<i>I have an Acceptable Clearance and have shown the <b>original document</b> to the <b>Nominated Authorised Person</b></i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
<i>I have a Certificate of Responding to Abuse and Neglect from my workplace and will bring it in to be sighted</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
<i>I will need to complete the Responding to Abuse and Neglect Training</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No
<i>I have read the above information and understand my responsibilities to volunteer at St Dominic's Priory College</i>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

Print Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Daughter's name/s and year level/s: \_\_\_\_\_ Date: \_\_\_\_\_



## Volunteer Details Form

\*IF **NOT KNOWN** BY SCHOOL STAFF – PLEASE COMPLETE THIS FORM INCLUDING 2 REFEREES AS SET OUT BELOW

\*IF **KNOWN** BY SCHOOL STAFF – PLEASE COMPLETE THIS FORM INCLUDING INDIVIDUAL STAFF NAMES

### APPLICANT – please PRINT information

Given Name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Identification Provided: Type \_\_\_\_\_ Number \_\_\_\_\_

Role to be undertaken: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Experience or other relevant information relating to role/area of interest:

### DECLARATION

I agree to take all reasonable steps to protect my own health and safety while on school and other property. I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school(s).

I declare that I am a fit and proper person of good character. Below are 2 referees who will attest to my good character (e.g. previous or current employer, doctor, lawyer, JP, teacher etc.)

### REFEREES / SCHOOL STAFF NAMED

*\*Please list school staff in lieu of referees if relevant or supply 2 referees:*

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

### AUTHORISATION

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Confidential Medical Form for Volunteers

Full Name: \_\_\_\_\_

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

Phone Number (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Medicare Number: \_\_\_\_\_

Ambulance Subscription Details: \_\_\_\_\_

Allergies or relevant medical history:

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

Necessary treatment details:

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

**IN EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I authorise the Principal or person with delegated authority of St Dominic's Priory College in which I am participating as a volunteer, to arrange for such medical or surgical treatment as may be deemed necessary in the event of my being incapacitated by any accident, illness or otherwise.

I authorise them to obtain medical assistance as is deemed necessary, and I agree to pay all such medical bills and expenses incurred on my behalf.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*I acknowledge that this completed package of forms will be kept on file.*



# Volunteers WHS Induction

Welcome to St Dominic's Priory College, we are committed to the health and safety of our 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.

## 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 a job description that adequately describes your roles and responsibilities;
- be provided with an WHS 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.

As a volunteer you also have responsibilities to:

- work safely,
- not affect the safety of others,
- to observe all established Policies and Procedures,
- report any safety concerns.
- Attend mandatory notification as required
- Complete police check

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

## 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 immediately.

## Emergency Procedures

- Emergency evacuation plans are placed at emergency exits along with evacuation procedures. Make yourself familiar with the emergency evacuation plan for the area you are working in.
- 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.
- Emergency wardens are allocated to each building in the College. In the event of an emergency, follow the designated evacuation route to the Assembly Area (College Oval). Follow all instructions from emergency wardens (wearing vests) and report to the **Principal's Assistant**, Vanda Sinicropi.  
Evacuation - alarm will sound (repeated long blasts – 5 seconds)
  - Should the fire alarm sound, volunteers are required to move to the assembly point (the school oval) and follow instructions of fire wardens.
  - Volunteers will need to ensure their name has been signed off by the Principal's secretary. No-one is to leave the site until the 'All Clear' is given by the Chief Emergency Warden.Lock-In – alarm will sound (repeated short blasts – 2 seconds) –
  - In the event of a lock-in, Volunteers are required to move to the nearest room and remain there until the 'All Clear' is given by the Chief Emergency Warden

## Emergency Contact List

- Please refer to the Emergency contact list (signposted) around the school for all emergency contacts and specific first aid kit locations.

## 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 Stations are positioned at various locations in the College. The main station is at Front Reception where the First Aid Room is located. First Aid is also supplied in the main kitchens (where signposted), Primary Area, Library, PE (Gym), Art/LOTE, Science, Maintenance.
- Should you suffer an injury, in the first instance please seek first aid from one of our officers, who will ensure you are provided with appropriate first aid or medical attention. Please report this incident to the WHS Coordinator who will conduct an investigation of the incident.
- Designated First Aid Officers :
  - Loretta Lighezzolo Front Office: Ext 110
  - Dolores Heggs Primary: Ext 150

## Equipment

- This school provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order and any electrical items must be tested and tagged (Please see Gavin Reeves who will be able to assist).

## 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 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.

## Working Alone

- For safety reasons volunteers are discouraged from working alone.

## Drugs and Alcohol

- Whilst on duty volunteers should not be consume drugs or alcohol. If you taking medication, please include this on your medical information (Please see above)

## Vehicles

- If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that seat belts are fitted and worn. Current drivers licence required.

## Housekeeping

- Please leave the work areas clean and tidy. E.g. not leaving obstacles in walkways etc.

## Amenities

- The main staff toilets are located along the hallway between the staff room and Reception. There are other locations around the College, including the staff office area and the primary area; please ask a staff member for your nearest location.
- There are staff rooms in the main and primary buildings with lunch and kitchen facilities.
- The college is smoke free.

## Hazard Management

- Electrical equipment – All electrical equipment is to be tested and tagged appropriately. Double adaptors are not to be used.
- Manual handling – the school has available mechanical aids to assist with moving heavy items. Please discuss your requirements with a staff member.

***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 the Supervisor or WH&S Coordinator***

**Confidentiality**

All Volunteers are required to respect confidentiality with regard to information that they may gain access to while working on site.

Should you require any further information in relation to Work Health and Safety during your time at St Dominic's Priory College, please contact the WHS Coordinator, Sally Hermel (available Tuesday's and Wednesday's).

**VOLUNTEER - WHS INFORMATION ACKNOWLEDGEMENT**

have read and understood the **WHS Information** and the **Code of Conduct Policy** that is provided with this Induction.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date:    /    /

***Return the signed slip to WHS Coordinator, Sally Hermel***