

Induction Pack for Volunteers

July 2019



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: Education and Care' \(RAN-EC\) 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 CESA Application Package, 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 [CESA Application Package and CESA Volunteer Declaration](#)
- Hold a valid and current Police Clearance
- Complete the [Responding to Abuse and Neglect – Education and Care \(RAN-EC\) online training module](#) (or face-to-face version) and provide the completion certificate to the school.
- 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
- 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 package you will find information relating to:

- School Volunteers Policy and Code of Conduct for Volunteers in Catholic Schools
- Work Health and Safety Information
- Duty of care and child protection, including mandatory notification
- Responding to Abuse and Neglect Education and Care training: Volunteers Handbook
- Responding to Abuse and Neglect Education and Care: Information for School Volunteers (pamphlet)
- About Protective Practices (pamphlet)
- Mandatory Notification
- Privacy statement
- Site map
- School policies
- Gleeson College Staff 10
- Federation of Catholic School Parent Communities: Volunteering in Catholic Schools SA Information for Parents and Families (pamphlet)
- School Volunteer Induction assessment (online) & volunteer lanyard

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

- [CESA Volunteer Application Package](#)
- [CESA Volunteer Declaration](#) – this form includes a declaration that you have read the induction materials included in this booklet

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 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.

Refer also to [the Federation of Catholic School Parent Communities' Charter for Parents](#).

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.

This school / 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;
- 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 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.
- 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 your Supervisor.

First Aid

- First aid kits are located at the main reception area and you will be issued with a kit if required as part of your voluntary role.
- If you require first aid, please report to your volunteer contact person/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/college 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

Your Supervisor is(insert)

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 Guidelines*](#) and summarised in the brochure [About *Protective Practices*](#).

Your Induction will include the [**Responding to Abuse and Neglect: Education and Care \(RAN-EC\) online \(or face-to-face\) training module 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 \(RAN-EC\) training: Volunteers Handbook](#)
- [Responding to Abuse and Neglect Education and Care: Information for School Volunteers \(pamphlet\)](#)
- 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

OR

Child Abuse Report Line 131478

After Hours Crisis Care 131611

MANDATORY NOTIFICATION

Mandatory Notification Record

Please click check boxes to answer 'Yes'

Name of Child / Young Person Including Also Known As :	Type Text Here	
DOB: Type Text Here Year Level (if applicable): Type Text Here	Name of Site: Type Text Here	
Aboriginal :	<input type="checkbox"/>	YES
Torres Strait Island :	<input type="checkbox"/>	YES
Student with Disability :	<input type="checkbox"/>	YES
Under the Guardianship of the Minister :	<input type="checkbox"/>	YES
Name of Notifier :	Type Text Here	
Names of others contributing to Notification :	Type Text Here	
Date of Notification :	Type Date Here	

Family Related	Non-Family Related	Type of Notification
Abuse <input type="checkbox"/> YES	Adult <input type="checkbox"/> YES (Employee/volunteer/ contractor at the site?) <input type="checkbox"/> YES	E-notification <input type="checkbox"/> YES
Neglect <input type="checkbox"/> YES	Minor <input type="checkbox"/> YES (Child/young person at the site?) <input type="checkbox"/> YES	Phone Call to Child abuse report line <input type="checkbox"/> YES

Additional information if relevant (for example advice received in conversation with CARL)
Type Text Here. Document will expand to accommodate the size of comment.
Principal / Director's / Manager's name and signature: Type Text Here
NB This is a template. Print and store securely (locked file). Do not save an electronic copy. Do not store in student's school file.

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

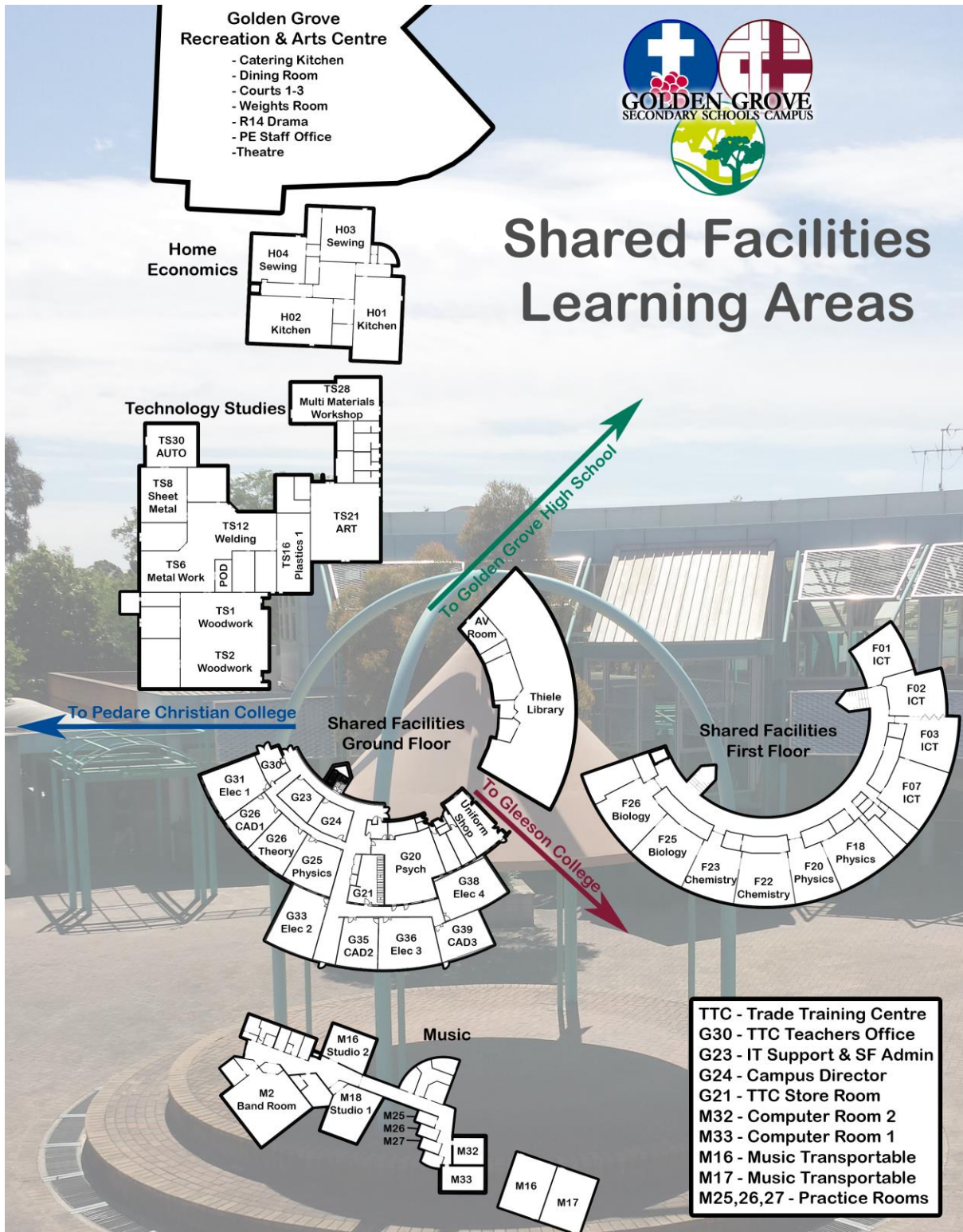
1. In applying to provide services to the School, you will be providing Gleeson College with personal information. We can be contacted via info@gleeson.catholic.edu.au or by calling (08) 8282 6600.
2. If you provide us with personal information, for example your name and address or information contained 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

Gleeson College Site Map



Shared Facilities Site Map



School Policies & Procedures

Gleeson College has an extensive list of policies and procedures in place, providing structured guidelines for workers and volunteers.

Should you wish to view any of the below, please speak with your Manager or Supervisor and you will be issued with a copy.

Allergy Management 2018
Camps and Excursions 2017
Campus Intruder Policy
Campus Network Policy 2012
CCTV Record of Viewing and Recording (form)
Child Protection 2017
Consent Photos 2012
Copyright 2012
Critical Incidents 2017
Emergency Procedures 2019
Equity Policy 2018
Evacuation 2018
Grievance Procedure 2017
Harassment and Bullying Prevention Policy 2017
Internet Policy
Lateness Absence Policy 2017
Luminaries Grant Policy 2017
Mobile Phones and Other Electronic Equipment Policy 2019
Parents Student Teacher Communications Policy 2017
Physical Contact Policy 2017
Privacy 2018
Private Motor Vehicles 2017
Prohibited Substances 2017
Student Driver 2017
Student Personal Responsibility Policy 2017
Sun Protection Inclement Weather Policy 2017
Uniform Policy 2019
Visitors 2012
WHS and IM Policy 2019
Yard Supervision Procedure 2017
Year Level Progression Policy 2017

the GLEESON 10



At Gleeson College all members of our community aim to fulfil the College's Vision through our Ten Core Values and their indicators.

They have been developed through community consultation, and with reference to Archbishop Gleeson's letter to the College, the College Vision and Mission Statements and the College Song. They provide the foundation to all that we do as student, staff and parent members of our Catholic Educational Community.



COMPASSION

- Care for all members of the community.
- Listen actively to members of our community.
- Show empathy with and for others.
- Value the well-being of others and ourselves.



DIGNITY AND RESPECT

- Promote an environment of trust and respect.
- Respect the built and the natural environment.
- Respect our property and the property of others.
- Respect the dignity of each person.



FAITH-FILLED COMMUNITY

- Promote the love of God, the example of Jesus and the ethos of Archbishop James Gleeson.
- Appreciate God's creation and its meaning in our lives.
- Support the identity and mission of the Catholic Church.
- Nurture the Spiritual / Faith Journeys of community members.



JUSTICE

- Promote a culture of acceptance and inclusivity.
- Respect and embrace other faiths and beliefs.
- Support community service and social justice activities.
- Provide processes of reconciliation and restorative justice to resolve differences.



LIFE-LONG LEARNING

- Provide for the education of the whole person.
- Develop independent, articulate, skilled and engaged learners.
- Challenge ourselves to make the most of learning opportunities.
- Accept personal responsibility for quality learning in a changing world context.



PEACE AND HARMONY

- Value the College and its community as a place of peace and harmony.
- Uphold the College as a place of safety.
- Work collaboratively for the benefit of all community members.
- Actively appreciate the skills and contributions of all community members.



PRIDE IN SUCCESS

- Demonstrate pride in the achievements of our College.
- Represent the school with honour.
- Celebrate the individual accomplishments of staff and students.
- Acknowledge the contributions of groups or individuals to the success of the College.



PURSUIT OF EXCELLENCE

- Create an environment of encouragement, persistence and best effort.
- Seek innovative and evidence-based learning opportunities.
- Seek opportunities for the attainment of quality through continuous improvement.
- Evaluate, self-assess and reflect on all that we do.



SERVICE TO OTHERS

- Welcome new members and visitors to the College.
- Contribute to a supportive environment.
- Participate positively in College outreach activities.
- Participate in the broader life of the College.



TRUTH

- Seek the truth in all we do.
- Value the perspectives of others.
- Act with integrity in dealings with others.
- Be faithful to the core social teachings of the Catholic Church.

Federation of Catholic School Parent Communities: Volunteering in Catholic Schools SA Information for Parents and Families

Be Connected – Be Informed - Be Heard.

Our schools value the rich contribution of Volunteers in the life and work of our school communities. When Catholic schools, families and the broader community work together, schools improve and communities flourish.

“As partners in the education of their children, parents* contribute to the life of the school in many ways that reflect their interests, skills, experience and capacity to do so”.

(Charter for Parents in Catholic Schools SA)

http://www.parentfederation.catholic.edu.au/files/11834/Volunteering_in_Catholic_Schools.pdf

<http://www.parentfederation.catholic.edu.au/be-informed/information-for-parents>

College Volunteer Lanyard

Upon successful completion of all Gleeson College induction criteria, College volunteers will be issued with their volunteer lanyard. This will allow staff to see at a glance that the person on campus has been credentialed as per volunteer guidelines to attend and participate at Gleeson College, with College staff and students. The lanyard is valid for the life of the police check.

Notes:

WHS CONSENT AND ACKNOWLEDGEMENT

Please return a signed copy of this document to the Gleeson College Safety, Risk & Compliance Officer, Natalie Barrington email: Natalie.barrington@gleeson.catholic.edu.au	
I acknowledge I have read and understand my duties and responsibilities as detailed above to take reasonable care for both my own health, safety and welfare and the health, safety and welfare of others.	
Name:	Volunteer Position:
Signature of Volunteer:	Date:
Safety, Risk & Compliance Officer:	Date: