Induction of Volunteers

CATHOLIC EDUCATION
DIOCESE OF ROCKHAMPTON

Date Implemented: February 2010
Next Scheduled Review: February 2011
Rationale

The Diocesan Catholic Education Office is committed to providing a safe working and learning environment for all employees, visitors, contractors and students. A ‘volunteer’ is a person who provides a service or works under the supervision of staff but who does not receive remuneration.

The Diocesan Catholic Education Office acknowledges that volunteers play a vital component in the social, environmental and cultural well being which is an integral role in the school community. The Diocesan Catholic Education Offices wishes to thank all volunteers for their individual efforts.

Volunteers at schools fall into three categories.

1. Working with students in a classroom
2. Tuckshop volunteers
3. Volunteers for a working bee

A specific workplace health and safety induction has been created for each category of volunteer. The volunteer is to sign the training record as evidence of the induction and this record is to be kept at the school/college.
Working with students in a classroom

The following information is provided to outline the workplace health and safety requirements for the school.

1. **Signing in**
   Volunteers and Visitors to the school should:
   - Report to administration building/office
   - Register in ‘sign-in’ book
   - Be provided with a ‘visitor’ ID badge (to be worn at all times)
   - Report to the area of prearranged volunteer work.
   - Upon completion of the volunteer task Sign-out and return pass when leaving

2. **Fire**
   The fire alarm can be raised by contacting the school office/principal to notify of a fire outbreak.
   The fire alarm is a **continuous ring of the bell**.
   The assembly points are located on the brick paved area adjacent to the Holy Rosary Church beside the Church Oval.
   In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the roll call.

3. **Lockdown Procedures** - As per class document

4. **First aid**
   If at any time you require first aid assistance, you should contact Carmel McNeilly or Sharon Anderson.
   The names of First Aiders are displayed at various points around the school.

5. **Reporting Accidents**
   All accidents on the school site must be reported to the Principal before leaving the school site.
   A Catholic Education Incident Report form for staff, volunteers and contractors should be completed.

6. **Areas of the school that volunteers can enter/use toilets**
   The volunteers can use the following toilets/amenities located Toilet Adjacent to the Administration area or in the hall.

7. **Blue Cards**
   Regulations about having a Blue Card apply. Please consult with the Principal for further information.
   If you have a current Blue card - please supply your blue card details to the administration at the school.

7. **Hazardous Substances/Chemicals**
   A MSDS and risk assessment of the hazardous substances are available at the school. You must be familiar with the content before you using the product. It is important when chemicals such as solvents, turps, paints, fuels, cleaning liquids etc, are to be used that appropriate personal protective equipment such as gloves, appropriate masks and clothing are available and worn. This information is included on the Material Safety Data Sheet.

**Essential Behaviours for All Volunteers**

1. Report any perceived breaches of professional conduct to the Principal
2. Avoid any behaviour that could be reasonably interpreted as harassment, inappropriate or harmful,
3. Ensure, where never reasonably possible, that another adult is present or close by when working in a one-to-one situation with a student and avoiding providing pastoral care or individual tuition in situations where students are or may feel isolated.
4. Avoid, whenever reasonably possible, being alone with a student or students in sleeping, dressing or bathroom areas. Personal space e.g. when supervising the sleeping quarter of students.
5. Never supply or serve alcohol or any prohibited substances to a student.
6. Never supply or serve any controlled substances to a student without the express permission of parent or guardian.
7. Never administer corporal punishment to students.
8. Ensure that language or actions cannot be interpreted as sexualising pastoral relationship.
9. Seek professional advice and review of pastoral relationships when there is any sense the relationship is uncomfortable dysfunctional or unproductive.
10. Never ridicule, demean or intimidate a student or threaten their sense of personal safety.
Working in the Tuckshop

The following information is provided to outline the workplace health and safety requirements for the school.

1. **Signing in**

Volunteers and Visitors to the school should:

- Report to administration building/office
- Register in ‘sign-in’ book
- Be provided with a ‘visitor’ ID badge (to be worn at all times)
- Report to the area of prearranged volunteer work.
- Upon completion of the volunteer task Sign-out and return pass when leaving.

2. **Fire**

The fire alarm can be raised by {contacting the school office/principal to notify of a fire outbreak}

The fire alarm is a {continuous ring of the bell.}

The assembly points are located {on the brick paved area adjacent to the Holy Rosary Church beside the Church Oval}

In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the roll call.

3. **Lockdown Procedures** – Refer to documented procedures on wall in tuckshop

4. **First aid**

If at any time you require first aid assistance, you should contact Carmel McNeilly, Sharon Anderson. The names of First Aiders are displayed at various points around the school.

5. **Reporting Accidents**

All accidents on the school site must be reported to {the Principal} before leaving the school site.

A Catholic Education Incident Report form for staff, volunteers and contractors should be completed.

5. **Areas of the school that volunteers can enter/use toilets**

The volunteers can use the following toilets/amenities located adjacent to the Administration area or in the hall.

6. **Blue Cards**

Regulations about having a Blue Card apply. Please consult with the Principal for further information.

If you have a current Blue card - please supply your blue card details to the administration at the school.

8. **Food Safety Training**

Tuck shop volunteers are required at a food safety training session by an environmental health officer or watching the DVD – Looking after our kids.

9. **Hazardous Substances/Chemicals**

A MSDS and risk assessment of the hazardous substances are available at the school. You must be familiar with the content before you using the product. It is important when chemicals such as solvents, turps, paints, fuels, cleaning liquids etc, are to be used that appropriate personal protective equipment such as gloves, appropriate masks and clothing are available and worn. This information is included on the Material Safety Data Sheet.

**Essential Behaviours for All Volunteers**

1. Report any perceived breaches of professional conduct to the Principal
2. Avoid any behaviour that could be reasonably interpreted as harassment, inappropriate or harmful,
3. Ensure, where never reasonably possible, that another adult is present or close by when working in a one-to-one situation with a student and avoiding providing pastoral care or individual tuition in situations where students are or may feel isolated.
4. Avoid, whenever reasonably possible, being alone with a student or students in sleeping, dressing or bathroom areas. Personal space e.g. when supervising the sleeping quarter of students.
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9. Seek professional advice and review of pastoral relationships when there is any sense the relationship is uncomfortable dysfunctional or unproductive.

10. Never ridicule, demean or intimidate a student or threaten their sense of personal safety.

Volunteers at a Working Bee

1. Signing in
Volunteers and Visitors to the school should:
- Report to administration building/office
- Register in ‘sign-in’ book
- Be provided with a ‘visitor’ ID badge (to be worn at all times)
- Report to the area of prearranged volunteer work.
- Upon completion of the volunteer task Sign-out and return pass when leaving

2. Fire
The fire alarm can be raised by notifying the Principal/working bee co-ordinator.
The fire alarm is a continuous ring of the bell.
The assembly points are located on the brick paved area adjacent to the Holy Rosary Church beside the Church Oval.
In the event of the alarm being raised you must go immediately to your designated assembly point to be included in the roll call.

3. Lockdown Procedures - As per document in each classroom

4. First aid
If at any time you require first aid assistance, you should contact the Principal. The names of First Aiders are displayed at various points around the school.

5. Reporting Accidents
All accidents on the school site must be reported to the Principal before leaving the school site.

6. Areas of the school that volunteers can enter/use toilets
The volunteers can use the following toilets/amenities located adjacent to the administration area or in the hall.

7. Blue Cards
Regulations about having a Blue Card apply. Please consult with the Principal for further information.

8. Material Hazards
Before disturbing any existing structures i.e. walls in buildings you must ensure that you have ascertained if they contain any hazardous materials e.g. Asbestos. This must be checked prior to any work takes place. Seek advice about the asbestos register from the Principal. If you have any queries regarding such matters you must contact the Principal before any work takes place.

9. Hazardous Substances/Chemicals
A MSDS and risk assessment of the hazardous substances are available at the school. You must be familiar with the content before you using the product. It is important when chemicals such as solvents, turps, paints, fuels, cleaning liquids etc. are to be used that appropriate personal protective equipment such as gloves, appropriate masks and clothing are available and worn. The information is included on the Material Safety Data Sheets.

10. Risk Assessment and Safe Working Procedures
Familiarise yourself with the school’s safe working procedures for plant and equipment and activities such as using a ladder. Suitable access equipment must be provided by the school and must be used correctly. Follow manufacturer’s guidelines and standard working procedures for all plant and equipment. Use the recommended personal protective equipment for all plant and equipment.

10. Construction Cards
A volunteer who undertakes high risk construction work activities (e.g. as working on roof, trenching or evacuation for laying pipes or working on ladders over 2m without adequate controls to prevent falls) would require a construction card.
11. Personal Protective Equipment

The school is not responsible to supply protective clothing. However, it is advisable for volunteer workers to wear suitable working attire including sun safe clothing. Should a volunteer worker use tools or equipment that needs safety equipment e.g. eye protection, ear muffs, helmets, safety harness then it is the responsibility of the school to supply this equipment and/or to ensure it is worn.

Essential Behaviours for All Volunteers

1. Report any perceived breaches of professional conduct to the Principal
2. Avoid any behaviour that could be reasonably interpreted as harassment, inappropriate or harmful,
3. Ensure, where never reasonably possible, that another adult is present or close by when working in a one-to-one situation with a student and avoiding providing pastoral care or individual tuition in situations where students are or may feel isolated.
4. Avoid, whenever reasonably possible, being alone with a student or students in sleeping, dressing or bathroom areas. Personal space e.g. when supervising the sleeping quarter of students.
5. Never supply or serve alcohol or any prohibited substances to a student.
6. Never supply or serve any controlled substances to a student without the express permission of parent or guardian.
7. Never administer corporal punishment to students.
8. Ensure that language or actions cannot be interpreted as sexualising pastoral relationship.
9. Seek professional advice and review of pastoral relationships when there is any sense the relationship is uncomfortable dysfunctional or unproductive.
10. Never ridicule, demean or intimidate a student or threaten their sense of personal safety.
# TRAINING RECORD

Name of School/College: St Joseph’s Catholic Primary School

Instructors Name:

Instructors Signature:

**Brief Description**

| Volunteer WH&S Induction |

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