

# Induction Pack for Volunteers

(updated November 2021)



## Welcome

Thank you for your willingness to become a volunteer at Dominican 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 Working with Children Check (WWCC)
- Have evidence of COVID-19 vaccination certificate or medical exemption (as per the SA Government Emergency Management Act 2004)
- Complete the 'Responding to Risk of Harm, Abuse and Neglect - Education and Care' (RRHAN-EC) Online Training for volunteers.
- Have completed a Volunteer Application Form.

This induction package also addresses Work Health and Safety, Duty of Care 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.

As a volunteer you will be required to:

- Observe confidentiality and privacy
- Observe school policies
- Comply with the Volunteer Code of Conduct

Once again, thank you for your interest in becoming a volunteer at our school and welcome to our community. We trust your experience as a volunteer will be rewarding for you.

Phil Holmes

**Principal**

**Dominican School**

## School Vision and Mission

At Dominican School, students, staff, parents and caregivers are invited to be part of a partnership, characterised by the Dominican tradition. This tradition values the individual, has a focus on Jesus, develops a personal relationship with God, provides an education which enables students to reach their full potential, and prepares students for their future.

Dominican School is recognised as a leading, innovative and creative Catholic Parish School, blessed with a Dominican foundation, which is valued, nurtured, celebrated and handed on to future generations.

### **At Dominican School we value:**

An openness to God's Spirit at work amongst us.

All creations interconnectedness.

Respecting the dignity of each person through actions of inclusivity, sensitivity, justice, compassion and love.

A commitment to practices of life-long learning.

Striving for personal growth in all aspects of school and community life.

## 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, 2020)*

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:

- 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 and follow all relevant policies, guidelines and instructions.
- treat all members of the school community with honesty, integrity, respect and courtesy.
- maintain appropriate professional boundaries around 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 and confidentiality 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.
- present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

## 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.

Dominican 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.

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.
- to 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 WWCC.

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

- 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 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**

- You will be shown the location of first aid kits throughout the school premises.
- All staff are first aid trained. If you have any special medical needs, please provide this information in your volunteer application package.

### **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.

### **Smoking, Drugs, Alcohol and Your Health**

- Dominican 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 workspaces.

### **Site specific amenities:**

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

## Duty of Care and Child protection

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 relies 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.

The Protective Practices Guidelines 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.

The 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 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. These plans document 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.

This information complements guidance provided in the document, *Protective Practices for Staff in their Interactions with Students Guidelines for Schools, Preschools and Out of School Hours Care*, which can be accessed via:

<https://www.education.sa.gov.au/working-us/volunteers/what-volunteers-need-know/protective-practices-education-and-care-staff-and-volunteers>.

In particular, refer to page 11 - 15 for information on maintaining professional boundaries with children/young people and examples of boundary violations.

### **Policies and Legislation**

Conduct representing a breach of legislation includes:

- Child abuse and neglect.
- Illegal behaviours.
- Sexual harassment.

All volunteers are required to undertake training in *Responding to Risks of Harm. Abuse and Neglect - Education and Care (RRHAN-EC)* online training module for Volunteers.

### **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 they have 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 they know someone who has been abused (the child may be referring to themselves).
- 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](http://www.reportchildabuse.families.sa.gov.au) or

**Child Abuse Report Line 131478 or**

**After Hours Crisis Care 131611**

## **Privacy Information and Confidentiality**

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.

- In applying to provide services to the school, you will be providing Dominican School with personal information. We can be contacted via 237 Military Road, Semaphore.  
Ph: (08) 8114 3600 or email [info@dominican.catholic.edu.au](mailto:info@dominican.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.