

Induction Pack for Volunteers



Christ the King vision statement

our mission

Community

Individual Dignity

Spirituality

Respect and Responsibility

Confidence

A faith-enriched Catholic School inspired by the values of the Sisters of the Good Samaritan, respecting diversity, fostering community and providing quality education and learning for all.

we are a religious community

We commit ourselves to a gospel way of life, centred on Jesus Christ and His mission; we look for God's presence in people, places and events. Our school is built on the Good Samaritan tradition of education and we develop, nurture and promote our Catholic way of life to our community and beyond through our life experiences in liturgy, prayer, sacraments, community service and hope for the future.

we are a learning community

Our community is committed to learning for life. We build confidence in each member of our community to accept themselves, take on challenges and grow through learning and experiences. We support our students in their learning journey, guided by the Australian Curriculum and the Religious Education frameworks of Crossways and Made in the Image of God. Planning, programming, assessment and reporting is child-centred and accountable as we develop the knowledge, skills and attitudes our students need for life. Our staff are encouraged to pursue their own quality learning through reflection and review.

we are a community

Our community is built on partnerships with all of our students, families, staff, parish and the wider community. We endeavour to foster relationships and create a culture of belonging, hospitality and support that respects and accepts diversity. We respect the dignity of each person and we are ready to serve others and be served by others.

administration

Guided by a willingness to ensure the safety and well-being of the Christ the King community, we govern our school through functional, compliant and accountable management. We are stewards of the community's resources and we accept responsibility for them.



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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.

All volunteers must read and familiarise themselves with this induction booklet which 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.

To support our commitment to the protection and care of all children and young people and the safety of all staff, all Christ the King School volunteers are required to complete the 'Responding to Abuse and Neglect –education and Care (RAN-EC) Online Induction for Volunteers. Enclosed in the Volunteers Pack, you will find instructions on how to complete it online. If you have already completed a Responding to Abuse and Neglect training course, please provide a copy of your certificate as evidence.

You must complete and sign all sections of the Volunteer Details Form. If you are not known to the school ,you may be asked to provide two referees.

As a volunteer you will be required to:

- Read this Induction Booklet and comply with:
 - Code of Conduct for Volunteers in a Catholic School
 - Work, Health and Safety at Christ the King School
 - Duty of Care and child protection , including mandatory notification
 - Responding to abuse and neglect
 - Privacy information
 - Christ the King School policies and procedures
- Complete all sections of the Volunteer Details form and sign the declaration
- Provide a current police clearance
- Complete the Responding to Abuse and Neglect – Education and Care (RAN-EC) training for Volunteers online and provide a copy of the completion certificate to the school.

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:

- Code of Conduct for Volunteers in Catholic Schools
- Work Health and Safety Information for Christ the King School
- Responding to Abuse and Neglect Education and Care training: Volunteers Handbook – ***Refer to School website*** www.christking.catholic.edu.au
- Responding to Abuse and Neglect Education and Care: Information for School Volunteers http://www.parentfederation.catholic.edu.au/files/f/11155/Responding_to_Abuse_and_Neglect.pdf
- About Protective Practices http://www.parentfederation.catholic.edu.au/files/f/11156/CESA_Protective_Practices.pdf
- Duty of care and child protection, including mandatory notification Mandatory Notification record – example. Please contact the Principal or delegate for further information.
- Privacy information
- Site map
- Useful links
- Federation of Catholic School Parent Communities: Volunteering in Catholic Schools SA Information for Parents and Families (pamphlet) http://www.parentfederation.catholic.edu.au/files/f/11846/Volunteering_in_Catholic_Schools.pdf

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 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

http://www.parentfederation.catholic.edu.au/files/d/11069/Charter_for_Parents.pdf

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 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. We ask that volunteers don't take it upon themselves to complete any task that they have not been asked to do and follow all instructions given. We aim to ensure that volunteers work in a safe environment and in a safe manner.

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. Our emergency assembly point is at the Western end of the oval, adjacent to Jeffrey Street.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Emergency services personnel or 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 in every classroom, library, and at the front office
- If you require first aid, please report to your First Aid contact person.

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 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.
- **amenities:**
 - Drinking water is located in the staff room and café
 - Bathroom facilities suitable for Volunteer use are adjacent to the hall. Please refrain from using the students' toilets.

Your Supervisor is the staff member responsible for the group you are working with.
Your First Aid Contact person is Administration Staff.

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Duty of Care and Child protection (including mandatory notification)

Your induction will include the Responding to Abuse and neglect – education and Care (RAN-EC) Training for Volunteers online. 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
- A certificate for completion of the course.

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.

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

Please note: Your responding to Abuse and neglect –Education and Care certificate will need to be renewed every three years.

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 Christ the King School with personal information. We can be contacted at

126 Dunrobin Road, Warradale, SA 5046

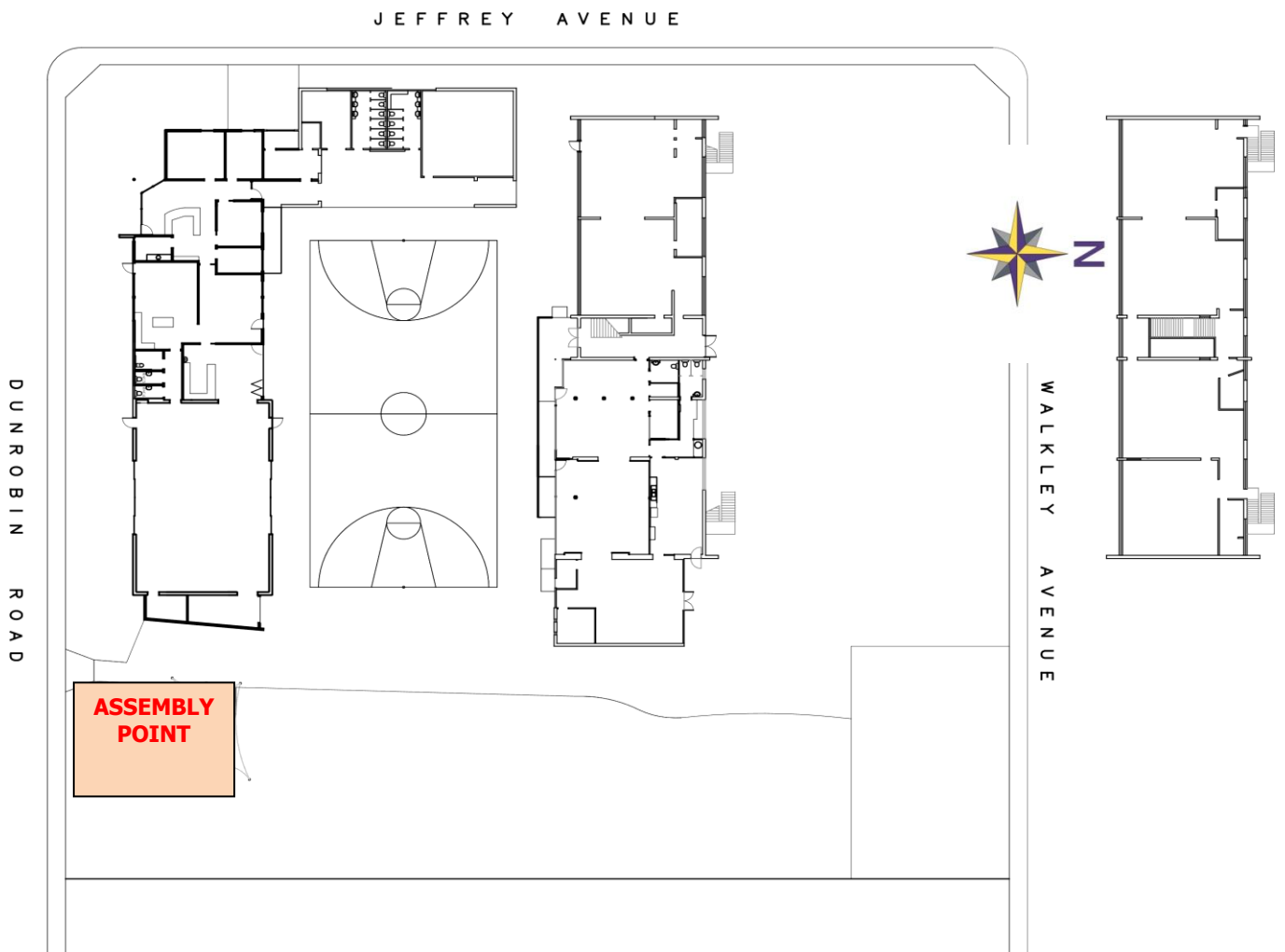
info@christking.catholic.edu.au

(08) 8198 3100

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

Site Map – Christ the King





Volunteering in SA Catholic Schools Information for Parents and Families

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)

Why is parent and family involvement in our school communities so important?

- It sends a strong message to your children that you value their education and their school
- Builds valuable partnerships between the school leaders, teachers, staff and parents
- Provides practical help for busy teachers and staff
- Builds parents' understanding of school processes and practices
- Models parent involvement and partnership to the wider school community
- Builds community and a sense of belonging.

"When schools and families work in partnership, children perform better academically, stay in school longer and enjoy their schooling".

(Australian Government Family School Partnership Framework)

There are many ways to become involved in the life of your school community. Everyone has something to offer:

- As a member of the Parents and Friends Committee or School Board
- Helping in the canteen or library
- Listening to reading
- Helping out in the classroom or Learning Assistance Program (LAP)
- On policy development or review committees
- Helping out at school events
- Assisting in working bees
- Coaching
- Fundraising

**The term parent includes carers and legal guardians*

Be Connected. Be Informed. Be Heard.

The Federation of Catholic School Parent Communities (SA)

parentfederation.catholic.edu.au

08 8301 6685

fedadmin@cesa.catholic.edu.au

Permission to customise this information and distribute it within your school community can be obtained by contacting the Federation



Who can offer to volunteer?

- Parents/carers or legal guardians
- Grandparents
- Aunties or uncles
- Older siblings
- Friends and other members of the local community.

How can I become a Volunteer?

Contact your school office to speak about the varied opportunities and register your interest in being involved.

What will be required?

It is important that your involvement and participation in your school is rewarding and a mutually beneficial experience.

To support your school's commitment to the protection and care of all children and young people and the safety of all staff, most volunteers are required to hold a valid and current Police Clearance and to complete the 'Responding to Abuse and Neglect: Education and Care' training for Volunteers.

You will also need to be provided with a site induction that 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 your school's workforce.

Your school office will be able to provide you with the necessary paperwork and support you through this process.

What can I expect?

You will receive a site induction as a Volunteer that will include:

- Information on relevant school policies
- Relevant information and training in relation to Work Health and Safety and the duty of care responsibilities of Volunteers
- Relevant training in relation to child protection and the responsibilities of Volunteers as mandatory notifiers.

Catholic schools value the significant contribution volunteers make. Volunteers bring a rich and diverse mixture of culture, life experience and expertise from their communities. They complement and enhance the student-centred care provided by schools, enrich the quality of life for students and their families and are in turn, enriched by their experiences.

Updated May 2017

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The Federation of Catholic School Parent Communities (SA)

parentfederation.catholic.edu.au

☎ 08 8301 6685

✉ fedadmin@cesa.catholic.edu.au

Permission to customise this information and distribute it within your school community can be obtained by contacting the Federation

Important links:

Website

https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-25173/20150113_RAN-EC+Volunteers+Handbook+2015+to+2017_KM.pdf

[https://www.parentfederation.catholic.edu.au/files/d/11069/Charter for Parents.pdf](https://www.parentfederation.catholic.edu.au/files/d/11069/Charter%20for%20Parents.pdf)

<https://www.plink.sa.edu.au/pages/signup.jsf>

<https://online.cesa.catholic.edu.au/docushare/dsweb/Get/Document-25354/RAN-EC+Volunteers+Pamphlet.pdf>

<https://auth.families.sa.gov.au/nidp/idff/sso?id=FamCit&sid=0&option=credential&sid=0>

[https://www.education.sa.gov.au/sites/g/files/net691/f/protective practices for staff in their interactions with children and young people.pdf](https://www.education.sa.gov.au/sites/g/files/net691/f/protective_practices_for_staff_in_their_interactions_with_children_and_young_people.pdf)