

Induction for Volunteers



St Gabriel's School
ENFIELD

Acknowledgement of Country

St Gabriel's School acknowledges and respects the traditional custodians of the South Australian regions upon whose ancestral lands our School operate.

We respect acknowledge and pay our respects to the Elders, past, present and future – for they hold the memories, traditions, the culture and the hopes of Aboriginal and Torres Strait Islander people.

We also pay respect to the cultural authority of Aboriginal people from other areas of South Australia and Australia and acknowledge their deep feeling of attachment and Spiritual relationship to Country.



Welcome to St Gabriel's School

St Gabriel's welcomes volunteers to work in the school to enrich and extend the learning opportunities for our students.

We are privileged to have so many parents and carers who are willing share their gifts with the School community.





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School Vision

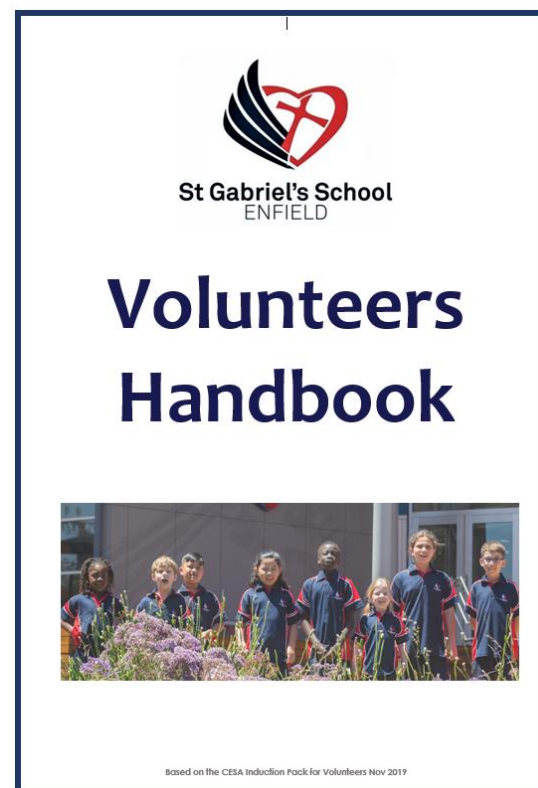
St Gabriel's School vision is to provide high quality education in a loving community that spiritually and academically equips, challenges and inspires all our students to be leaders of the world God desires.



Before you start...

This PowerPoint presentation should be read in conjunction with the **Volunteers Handbook**. This presentation summarises key points from the Handbook.

Please do not hesitate to contact the school if you have any questions on the information and instructions provided in both the handbook and the following presentation.



1. Expectations when Working with Children

Expectations are that you will:

- Wear a School badge at all times while volunteering.
- Sign-in and out at the front office each time you visit the school to volunteer.
- Never use the student toilets.
- Never work alone with a child unless in full public view.
- Check with the Principal or Deputy Principals before you bring anything to school for students.

1. Expectations when Working with Children continued...

- Show respect towards all members of the school community and honour the dignity of each individual.
- There should be no physical contact with children.
- You will keep confidential information gained through working with a child other than raising any concerns with the Class Teacher (not parents).
- You will recognise that it is the teacher's responsibility to deal with inappropriate behaviour.

Code of Conduct

(See Volunteers Handbook)

Have you read and understood the Code of Conduct for Volunteers?

Requirements include:

- Treat all members of the school community with honesty, integrity, courtesy and respect.
- Maintain appropriate professional boundaries around your behaviour towards children and young people.
- Refrain from behaviour which constitutes bullying, discrimination, or any form of harassment.
- Declare situations that may give rise to, or the perception of a conflict of interest?



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Work Health and Safety

See also Volunteers handbook

Volunteer rights include:

- To be provided with a safe and health work environment.
- To be to be provided with sufficient information, instruction, and training for you to perform your tasks safely. (Note: If you feel that you cannot do your job safely, please discuss this with the supervising teacher or a member of Leadership).
- To be informed of any WHS requirements for excursions prior to departure.

Volunteer responsibilities include:

- To take reasonable care for their own health, safety and welfare and that of other members of the school community.
- To comply with all reasonable safety instructions, policies and procedures.

4. Emergency Evacuations and Lockdowns

Please familiarise yourself with the **Emergency Evacuation and Lockdown** instructions in the your work area.

Unless otherwise instructed:

- During an **evacuation** go straight to the assembly point.
- During a **lockdown** go into the closest building, lock the windows and doors, and stay out of sight.

Work Health and Safety continued...

5. **Reporting hazards or incidents:** Report to your supervisor, the Principal or Deputy. On excursions, report concerns to the teacher-in-charge.
6. **First aid:** If you require first aid report to the front office or, if on excursion, to the relevant teacher.
7. **Equipment:** Do not bring any equipment into the school unless approved by the Principal or Deputy Principal.
8. **Chemicals:** Only use chemicals supplied by the school.



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Work Health and Safety continued...

9. **Working alone:** Volunteers must not work after school hours unless they are working with staff as part of an approved activity e.g., at a camp.
10. **Smoking:** Smoking is not allowed on school grounds.
11. **Drugs and alcohol:** You must not be under the influence of drugs or alcohol while working for the School.
12. **Sun Safety:** Hats and sunscreen must be worn in the yard and on excursion during terms 1 and 4.
13. **Housekeeping:** Please keep work areas safe, clean and tidy.

Work Health and Safety continued...

9. Amenities: During your onsite induction and tour of the school you will be shown where the staff kitchen and first aid facilities are; and the toilets that can be used by adults.

10. Supervision: As with other staff, your primary “supervisor” for significant issues is the Principal - or if they are not available another member of leadership. On a day-to-day basis, when you are volunteering with a particular class or on an excursion, the Teacher in charge will provide you with work instructions and is responsible for supervising you.

Child Protection

Have you:

1. Completed the ***RRHAN-EC course*** for volunteers on PLINK?
2. Brought into school your ***RRHAN-EC course certificate***?
3. Read and understood the ***Duty of Care and Child Protection*** section of the Volunteers Handbook?
4. Accessed and read the **Protective Practices Guidelines**.
5. Read the CESA/Ed Dept fact sheet on **Sexual behaviour in children and young people**

Mandatory Reporting

Having completed the RRHAN-EC course you will understand that you have a duty to report if you form a suspicion on reasonable grounds that a child is at risk of harm, abuse or neglect.

The Principal and Deputy Principal are available to talk through any concerns and will support volunteers through the mandatory notification process.

Access Counselling and/or the School Counsellor are also available to provide counselling to volunteers .

Privacy and Confidentiality

Have you read and understood the: ***Privacy Information and Confidentiality*** section of the *Volunteers Handbook*?

Remember, your duty as a volunteer is to:

- Keep all personal and sensitive information you come across in the course of your work as a volunteer confidential.
- Keep all work, observations and conversations about and with students highly confidential.
- Recognise that all communication with parents about a child's progress is the responsibility of the teacher, not the volunteer.

Confidential Information

St Gabriel's fundamental duty to you is to protect the confidentiality of any information you provide, as per the requirements of the Australian Privacy Act.

Note

Information that relates to the privacy of individuals (including, but not limited to the individual's previous working with children checks and/or child-related checks undertaken and any other associated documentation) will be held at the school in a secure place and only accessed by the Principal or their delegate.

What next?

Please see our front office staff if you have any questions about the topics covered in the Volunteer Handbook or this presentation; and for the final sign off for your induction.

Thank you

We hope you find volunteering at the school rewarding and fun.



Thank you for supporting the students and staff
of St Gabriel's School