



## **St Philip's Christian College Waratah Volunteers Guidelines and Procedures**

### **1. General Statement**

The contribution of parents and other community members in providing various forms of assistance to enrich the educational program of the College is encouraged. We believe that voluntary helpers can make a significant contribution to the College community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement College programs, thus providing a wider range of interactions and experiences for students.

The Volunteer Helpers policy covers volunteer help in all areas including: classroom support, musical support, learning support programs, office/clerical assistance, extra-curricular activities, sports coaching, transport and supervision assistance on excursions and camps, etc.

### **2. Volunteer Selection Procedures**

The Principal or delegate will assess volunteers for their suitability to work at the College. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers may be required to attend an information session or interview before commencing volunteer work and undergo an induction training session.

Volunteers are required to read, understand and sign a general agreement, privacy collection notice and child protection declaration before they commence volunteer work. In specific cases where the volunteer does not have a child attending the College, the volunteer must provide the College with their Working with Children Check clearance number and expiry date prior to commencing work (voluntary or paid) at the school. (See Office of the Children's Guardian website for exemption details)

Volunteers offering to assist in programs where students are involved may be asked to provide:

- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.

The Principal's decision is final in determining who is eligible to work as a volunteer at the College. Any applicant not accepted for volunteer work will be advised.

### **3. Sequence of Steps for Volunteers**

1. Make informal contact with the College to ascertain needs re volunteers.
2. Apply to the College providing background information and referee details.
3. Provide the College with their Working With Children Check clearance number and expiry date (if not exempt – see Office of the Children's Guardian website for details of exemptions)
4. Attend an information session, interview or induction session. (As required)
5. Read and understand induction manual.
6. Sign general agreement, privacy collection notice and child protection declaration forms.

#### **4. The School's Responsibilities to Volunteers**

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's Working With Children Check clearance number and expiry date if required (ie. not exempt), training and work details.
- Volunteers will be provided with an induction manual that will include:
  - Mandatory reporting
  - Work Health Safety responsibilities
  - Duty of Care responsibilities to students
  - Privacy requirements
- Volunteers who work in specialised areas will be given training in that particular field, if required such as Literacy Support Programs.
- Volunteers will be matched as much as practical with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's area of work or time commitment will be made with full consultation.
- Supervising teachers will be available to discuss volunteers' concerns as they arise.
- Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students.

#### **5. Cancellation of Agreement**

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Principal's discretion and where the volunteer:

- has no more suitable work available
- fails to demonstrate suitability for the volunteer work undertaken
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the school.

#### **6. Volunteers' Responsibilities**

- The volunteer's most important responsibility relates to his/her duty of care to children/young people. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.
- For volunteers, respecting the rights of children/young people means they **must not**:
  - work unsupervised with students (volunteer work should always be under the general supervision of a teacher).
  - be involved in toileting students or assisting with change-rooms/sickrooms alone or without the knowledge of the supervising teacher.
  - have unsupervised contact with students during break times.
  - encourage affection from or dependency in students eg. by giving presents.
  - have intentional physical contact with students (The supervising teacher should always oversee the provision of comfort/first aid to a distressed student).
  - display bullying or intimidating behaviours towards students.

### **Volunteers must:**

- Provide the College with their Working With Children Check clearance number, expiry date and date of birth to be verified (if not exempt from the WWCC – Volunteers who have children at the school are not required to have a Working With Children Check number unless volunteering to assisting at an overnight camp. Please see the Office of the Children’s Guardian website for details.) [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)
- Refer all student concerns or behaviour issues to the supervising teacher
- Wear the provided identification tag/lanyard at all times.
- Notify the school as early as possible if they are unable to fulfil their volunteer commitment.

## **7. Guidelines for Volunteers**

### **7.1 Support for College Ethos**

In a Christian school it is important that all, including volunteers, acknowledge and support the Christian ethos and act in ways that reinforce Christian values. See ‘*Vision, Mission and Core Values*’ statement.

### **7.2 Volunteers Duty of Care**

Volunteers can reasonably be expected to observe prevailing rules and standards of discipline. Volunteers assisting in school activities are not required to exercise the same standard of care as that required of teachers. Rather, they are expected to conduct themselves in a reasonable manner in the circumstances.

In a school setting, examples might be:

- a volunteer (whether or not a parent) assisting at a religious camp can be expected to observe prevailing rules and standards of discipline
- a volunteer assisting on a school camp cannot be expected to take responsibility for any specific camping activities, rather, the volunteer should act as an assistant.

### **7.3 Reporting Suspected Child Protection Matters**

Any volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it. The volunteer is to report their suspicions to the class teacher or Head of School. The staff will follow the set procedures as per the Child Protection (Protecting and Supporting Children and Young People) policy, and the procedures and guidelines. Volunteers may notify Community Services directly if they feel the school has not responded appropriately, however, the Principal **must** be informed. Persons reporting are given certain protection by law.

### **7.4 Work Health and Safety Responsibilities**

Volunteers are responsible for:

- Taking reasonable care of their own health and safety
- Taking reasonable care of the health and safety of other people who may be affected by what they do or neglect to do.
- Cooperating with the school in the steps it takes to meet its legal duties
- Reporting any physical conditions or systems which they consider unsafe, or potentially unsafe, to a supervisor.

### **7.5 Duty of Care when transporting students**

Volunteers assisting by transporting students on excursions or sporting activities must not breach duty of care by:

- acting in a way that puts a student at risk, for example, driving in a dangerous manner when students are passengers
- failing to prevent a hazard or failing to adequately supervise (for example, leaving small children in a vehicle unsupervised, failing to ensure that student passengers fasten their seat belts or failing to supervise students at a school bus stop).

**Current Drivers Licence and Car Insurance Details must be provided before volunteers will be allowed to transport students.**

**7.6 Sign-In/Identification**

Due to the College’s responsibility for the safety of students, all volunteers must report to the respective sub-school office or main administration office, sign-in and obtain their identification tag/lanyard before beginning volunteer activities each day.

Registering in this way enables school staff to locate volunteers in the event of an emergency. In addition, it is a record for insurance purposes and a record of volunteer services to the College.

Wearing a tag/lanyard ensures that school staff and students can easily identify volunteers.

Volunteers will need to have proof of vaccination (as per any current Public Health Orders)

**7.7 Dress Code**

Volunteers should be aware of the uniform code for students and dress in such a manner that is a role model for students. Volunteers should dress in a professional manner according to the roles and duties they are fulfilling.

**7.8 Student Discipline**

Volunteers are not to discipline students. This is the supervising teacher’s responsibility. As with employees, volunteers should not touch students in an aggressive, disciplinary or sexual nature.

**7.9 Other Matters**

Volunteers should understand that their involvement in no way advantages them in regard to future employment in the College. All positions will be duly advertised and selection will be made according to College policy.

Volunteers are to work under the guidelines established by the College and under the direction and supervision of teachers and school staff members.

Volunteers are to perform only those assignments that have been approved by the Executive.

Volunteers are not to have access to student records.

Volunteers are not to supervise classes during a teacher’s absence.

Volunteers are requested not to bring children to school that are not enrolled in the College as this will limit their effectiveness and introduce additional safety concerns.

**8. If Volunteers need help**

If a volunteer needs help in order to perform a task or clarification is needed, it is expected that the volunteer will seek this information from the supervising teacher or other suitable persons.

**9. Thank you to our Volunteers**

A person who offers to assist the College in a voluntary capacity makes a significant difference to the learning experiences of the students and staff of St. Philip’s Christian College. The gift of one’s time and talents is greatly appreciated and valued. If a person volunteers in this way, the College is grateful. Thank you to all our volunteers.

**Checklist of forms to sign**

- 1. Volunteer Helpers Agreement Form
- 2. Child Protection Declaration
- 3. Contractor/Volunteer Collection Notice
- 4. WHS Site Rules (Emergency Management Plan)




*For the Whole of Their Life*

## **St Philip's Christian College, Waratah Volunteer's Induction Manual**

### **Vision, Mission and Core Values**

These governing ideas answer three critical questions: 'What?' 'Why?' and 'How?'

Vision is the What? - the picture of the future we seek to create.

Mission is the Why? - Why do we exist?

Core Values answer the question 'How do we want to act, consistent with our mission, along the path toward achieving our vision?'

### **Our Vision**

**We seek to be a leading provider of quality Christian schooling within our nation, where:**

- Every student develops a personal faith in Jesus Christ and is empowered to live with purpose, integrity and joy.
- Every student achieves their God-given potential and is well equipped to make a significant contribution to society.
- Every student benefits from innovative and effective learning experiences taught by skilled and dedicated teachers.
- Every student enjoys a safe and secure learning environment wherein they feel connected and affirmed.
- Every student contributes to a culture of respect, dignity, care and concern for others.
- Every student has access to excellent learning resources and is taught in the best learning facilities we can provide.

### **Our Mission**

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice

### **Our Core Values**

1. Christ First - we want to honour Christ in all things.
2. Serve One Another - we want to appreciate the unique God-given potential of each person.
3. Strive for Excellence - we want to aim to do our very best all the time.
4. Do what is right - we want to always behave in a Christian manner.
5. Build Community - we want everyone to feel they belong.

## **Required Reporting**

*As a volunteer you must report certain information to the College.*

- You are required to inform the Principal if they are charged with or convicted of a serious offence (those punishable by 12 months or more in jail). You must also inform the Principal if you become the subject of an Apprehended Violence Order pertaining to children (0-18 years).
- If you become aware of a serious crime committed by another person who volunteers or works at the College, you are required to report it to the Principal, who may be required to inform the police.
- As a volunteer, you must report to the Principal:

- any concerns that you may have about the safety, welfare and well being of a child or young person;
- any concerns you may have about the inappropriate actions of any other employee, contractor or volunteer that involves children or young people;
- any concerns you may have about any other employee, contractor or volunteer engaging in 'reportable conduct' or any allegation of 'reportable conduct' that has been made to you; and

if you become aware that an employee, contractor or volunteer has been charged with or convicted of an offence (including a finding of guilt without the court proceeding to a conviction) involving 'reportable conduct'; and

If you become the subject of allegations of 'reportable conduct' whether or not they relate to your volunteering at the College.

*Broadly, 'reportable conduct' includes:*

- (a) any sexual offence, or sexual misconduct, committed against, with, or in the presence of, a child (including a child pornography offence); or*
- (b) any assault, ill-treatment or neglect of a child; or*
- (c) any behaviour that causes psychological harm to a child, whether or not the child consents.*

## **Work Health and Safety**

- You have a responsibility under Work Health and Safety legislation to take care of your own health and safety whilst volunteering. It is also your responsibility to ensure that your activities do not place at risk the health and safety of co-workers/volunteers, students or other persons that you may come into contact whilst volunteering.
- Considerations of safety relate to both physical and psychological wellbeing of individuals.

## **Duty of Care**

- As a volunteer, you have a duty of care to the students in your charge. That duty is to take all reasonable steps to protect students from risks of harm that can be reasonably predicted. For example, risks from known hazards and from foreseeable risk situations against which preventative measures can be taken. The standard of care that is required, for example the degree of supervision, needs to be commensurate with the students' maturity and ability.
- Duty of Care to students applies during all activities and excursions conducted or arranged by the College.
- You should take all reasonable steps to ensure that no student is exposed to any unnecessary risk of injury.
- You should be familiar with and comply with the College's evacuation procedures. (Ask your supervisor)
- Students should not be left unsupervised either within or outside of class. You should be diligent with your supervision.
- You should be alert to bullying or any other form of discriminatory behaviour, and report incidents to the appropriate staff member.
- Ill or injured students should be attended to by the supervising staff member. Should additional assistance be required you may be asked to assist or contact the Admin Office.
- You are not to administer any medication to students.

## **Supervision of Students**

- You should avoid situations where you are alone in an enclosed space with a student. Where you are left with the responsibility of a single student you should ensure that this is in an open space in view of others. Where this is not possible or practical it should be discussed with the class teacher or supervisor.

- You should never drive a student by themselves in your car unless you have specific permission from your supervisor and/or the Principal to do so. In the event of an emergency you should exercise discretion and report the matter to your supervisor.
- If you need to conduct a private conversation with a student you should consider the time and venue carefully to avoid placing yourselves in a vulnerable situation. It is preferable to leave the door open. You should not locate yourself between the student and the door.

### **Physical contact with students**

- You must not impose physical punishment or discipline on a student in the course of your volunteering.
- When physical contact with a student is a necessary part of the teaching/learning experience you must exercise caution to ensure that the contact is appropriate and acceptable. Always ask the student for permission.
- Attention to the toileting needs of young children should be done with caution. It may be appropriate to have the door open. For students with a disability the management of toileting needs should be included in the student's individual management plan. (Ask your supervisor)
- When congratulating a student, a handshake, pat on the shoulder or brief hug are acceptable as long as the student is comfortable with this action. Kissing of students is not acceptable.
- Assessing a student who is injured or ill may necessitate touching the student. Always advise the student of what you intend doing and seek their consent.
- Sometimes in ensuring duty of care you may be required to restrain a student from harming him or herself or others using reasonable force. Any such strategy must be in keeping with the College's behaviour management practices or individual student management plans. You should report and document any such incidents immediately to your supervisor.

### **Privacy and Confidential information**

- If in the course of your volunteering you may have access to personal information such as people's addresses, dates of birth, phone numbers, medical conditions, behavioural or personal details. You must not use this information in any other way other than school related purposes nor should you share this information with any unauthorised people.
- Unless authorised to do so by legislation, you must not disclose or use any confidential information without the express permission of the Principal.



St. Philip's Christian College,  
Waratah

## Volunteer Helpers Agreement Form

**Today's Date:**

**Name of Volunteer:**

**Date of Birth:**

**Home Phone:**

**Mobile:**

**Address:**

**E-Mail Address:**

**Relevant Qualifications:**

**Do you have children who attend the College:** Yes  No

**If yes, what are their names and what class and year are they in?**

**Working with Children Check clearance number:**

(\* If exempt, write "Exempt" – see below)

You must have a WWCC if volunteering for an overnight camp.

**Working with Children Check expiry date:**

*(Upon completion, this form is to be filed in the Volunteers Register in the main office.)*

\* **Please note:** Volunteers who have a child/children attending the College are not required to have a Working With Children Check unless they are volunteering for an overnight camp.

Volunteers who **do not** have children attending the College **must** provide the College with the Working With Children Check clearance number and expiry date prior to commencing any type of work at the College (voluntary or paid)

Volunteers must apply online for the Working with Children Check.

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

Please note there is no cost for the check for volunteers.

## Volunteer Agreement

As a volunteer I agree to:

1. Work as a volunteer in the area/s of \_\_\_\_\_
2. Discuss any concerns in relation to College matters with the appropriate staff or executive member.
3. Keep all College related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the College. I understand this is the responsibility of the College executive.
4. Abide by the terms and conditions detailed in the volunteer policy.

As a volunteer

5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, work health and safety, duty of care to students, and privacy. I have also received training specific to my areas of volunteer work.
6. In addition to this agreement I have also signed a Child Protection Declaration and a Contractor/Volunteer Collection Notice.
7. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed \_\_\_\_\_

Name

Date \_\_\_\_\_

PRINCIPAL (OR DELEGATE)

Signed \_\_\_\_\_

Name

Date \_\_\_\_\_

Title

***This section should be completed by the Supervising Staff Member.***

***Nature of the Volunteer Assistance (eg. Canteen, learning support etc.):***

***Organisational Details (eg. Days and times):***

Name of Supervisor to whom Volunteer Helper will report: \_\_\_\_\_

I understand the purpose and details of the volunteer assistance and am prepared to supervise same:

Signature of Supervisor:

Date:

*(Upon completion, this form is to be filed in the Volunteers Register in the main office.)*



## St. Philip's Christian College, Waratah

### **Child Protection Declaration**

I, (please print name) \_\_\_\_\_  
hereby give the College an assurance that I have not:

- a) been found guilty by a Court of a sexual offence or an offence against a child or young person; or
- b) been dismissed from any previous employment on the ground that I was involved in improper conduct of a sexual or harmful nature with a child or young person; or
- c) retired or resigned from my previous employment following allegations that I was involved in improper conduct of a sexual or harmful nature with a child or young person; or
- d) been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity.

If you cannot give this assurance, you should not sign this statement. You may however, wish to speak with the Principal about the relevant occurrence. If you sign the statement when you are not in a position to give such assurance, the College may terminate your services without notice and legal proceedings may occur.

***Signature of Volunteer Helper:***

\_\_\_\_\_ **Date:** \_\_\_\_\_



## St. Philip's Christian College, Waratah

Dear Applicant,

### Re: Contractor / Volunteer Collection Notice

To comply with the Australian Privacy Principles contained in the Commonwealth *Privacy Act / 1988*, contractors and volunteers must read the following collection notice:

1. In applying to provide your services you will be providing St. Philip's Christian College with personal information. We can be contacted at the address below.
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 twelve months.
4. Access to this information may be available to you if you ask the College for it.
5. We will not disclose this information to a third party without your consent.
6. We are required under the Working with Children Check, to receive information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences against a child or young person.
7. If you provide the College with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why. They should also be informed that they can access that information if they wish and that the College does not usually disclose the information to third parties.

The Principal,  
St. Philip's Christian College, Waratah  
57 High Street,  
Waratah NSW 2298  
E-mail [admin@spcc.nsw.edu.au](mailto:admin@spcc.nsw.edu.au)  
Telephone: (02) 49606600.

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#### **Consent Form:**

I have read and understood the 'Contractor/Volunteer Collection Notice' above and consent to the College holding my personal information for a period of twelve months.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 5. FIRST AID

5.1. All injuries no matter how small must be reported to the Principal or Delegate.

5.2. The school has trained first aid staff at all times. If you or your employees have an injury or illness please do not hesitate to contact the duty first aid staff.

## 6. ENVIRONMENTAL PROCEDURES

6.1. Before commencing any on-site work, the College representative, to whom you are reporting, should be contacted for information about specific hazards and conditions concerning the work area.

6.2. You must be aware of the contents of the asbestos report before you begin any work on the College site.

6.3. Chemicals brought on the College site must be approved by the College representative, to whom you are reporting. Material Safety Data Sheets must be supplied before commencing work.

6.4. Each contractor should take care of their waste and keep their work area clean and safe on a daily basis.

6.5. Non-dangerous waste is to be sorted and put into the correct containers.

6.6. Dangerous waste is to be taken care of by the contractor.

6.7. Discharge into the site drainage system must have permission.

6.8. All Environmental incidents or near misses are to be reported to the Business Manager or Director of Asset Management and Compliance.

## 7. WORKING WITH CHILDREN CLEARANCE

7.1. The College will determine if Working with Children Clearance is required by visitors and contractors working on-site or being granted access to Student information, in accordance with guidelines from the Office of the Children's Guardian.

7.2. Where it is determined that a Working with Children Clearance is required, the Contractor will provide the relevant Clearance evidence for themselves and their employees.

7.3. While the PHO requires that a contractor on a school site is required to have double vaccination status, then proof of vaccination will need to be provided, before access to the College site is approved.

**NB: Contractors must refer to the details in the Contractor's Induction Guidelines.**

Welcome  
to Visitors and  
Contractors



Site **WHS**  
Rules

## 1. INTRODUCTION

In line with the ethos of St Philip's Christian College, to provide a safe and caring environment, we ask that visitors and contractors take all necessary care, ensuring that all work performed on the school site is in accordance with the WHS Act 2011.

The Contractor shall ensure that the works under the Contract are carried out in compliance with the Site Rules. The contractor will sign the front cover of the Site Rules and return to the Principal/Delegate acknowledging that they have read and understood the terms and conditions prior to commencing work.

The Contractor shall not commence work on site, including establishing materials and/or equipment on site without the prior approval of the Principal.

## 2. COLLEGE COMMITMENT

St Philip's Christian College is committed to ensuring the health, safety and welfare of the College's employees and any other people who may be affected by the College's operations. In securing workplace health and safety, the College aims to achieve best practice in WHS and to fulfil its statutory duties with regard to WHS at all times. (SPCC WHS Policy)



## 3. SAFETY GUIDELINES

3.1. All visitors/contractors must sign in and out at Front Reception (57 High St Waratah) and must wear the supplied identification in a clearly visible position at all times when on site. Please return this when leaving.

3.2. No vehicle is allowed on school grounds without clearance.

3.3. The school reserves the right to instantly terminate the services of a contractor who through their acts or omissions threatens the health and safety of themselves, and any other person, or who causes damage to any plant, property or equipment.

3.4. A high standard of dress while working in the school environment is to be maintained and contractors must ensure they wear appropriate safety clothing.

3.5. The possession or consumption of vapes, cigarettes, drugs or alcohol whilst on College premises is strictly prohibited.

3.6. The school will not tolerate any discriminatory behaviour/ harassment/bullying or swearing from its own staff, students, parents or contractors working on this site.

3.7. All machinery must be operating according to safety operating procedures. This includes ensuring equipment that requires a license to operate is only used by a licensed operator. All electrical equipment and leads must be inspected and tagged.

3.8. Insurance details must be provided prior to work commencing.

3.9. All working at heights must be done with the appropriate safety harnesses etc and be performed by persons with current certification, with two or more persons present.

3.10. All contractors and their employees will use the staff toilets only when on-site and have minimal contact with children. The Barracks Cafe can be used for tea and lunch breaks.

3.11. A safe work method statement will be required for working at heights, working with hazardous substances and working where asbestos has been identified.

3.12. Specific health and safety information detailing the arrangements for the job you are about to start should be contained within the Risk Assessment (ISA) (Form 3).

3.13. Please ensure that you and your employees are aware of the 'No Smoking' policy on the school site.

3.14. All work in a 'confined space' is required to have a confined space entry permit.

3.15. Any contact with students will be organised by a member of the school staff, and be consistent with the principles and practice of Child Protection. Any concerns will be immediately referred to the Principal.

## 4. EMERGENCY PROCEDURES

4.1. Signals:  
• Evacuation – a continuous 'whoop, whoop' siren  
• Lockdown – a coded message broadcast over PA system  
• All Clear – message broadcast over PA system

4.2. On hearing the Evacuation siren go to the Emergency Assembly Area as indicated on the Evacuation Plan

4.3. The Emergency Assembly Area is the astro-turf playing field (B Field) on the north side of the campus on Station Street.

4.4. Visitors must proceed to the Emergency Assembly Area and remain there until the all clear message is broadcast.

4.5. Contractors must stop work immediately the alarm is sounded and proceed to the Emergency Assembly Area as indicated on the Evacuation Plan.