



VOLUNTEER POLICY

DATE: 4 DECEMBER 2007

INTRODUCTION

Volunteers are an important and welcome resource for the College. Volunteers are involved in a number of activities in the school from representation on formally organized groups such as the College Board and Parent Council to involvement with students and staff through the:

- Canteen;
- LAP Program;
- Co-curricular Program.

Canteen

Initial contact with prospective Canteen helpers is via the College Newsletter. The Canteen Manager is responsible for the induction of volunteers in terms of OHSW, general school policies and child protection awareness. (See Screening.)

LAP Program

Initial contact with prospective LAP volunteers is via the College Newsletter, local parish bulletins and letters to Middle School parents.

An introductory morning tea is held in Week 3 of Term 1. An outline of the program and expectations of volunteers is given by the Special Education Coordinator and LAP Coordinator. This includes issues such as confidentiality, mandatory reporting, school policies and OHSW. An information pack, including volunteer details is given to each person. (See Screening.)

Cocurricular

All parents / old scholars who volunteer to help in Cocurricular are given a briefing on expectations and relevant College policies by the Cocurricular Coordinator. Volunteers involved in coaching work in liaison with a staff member. Each team will have a staff member appointed as Manager or Coach who is responsible for student behaviour, transport and overall organization.

SCREENING PROCEDURES / MANDATORY REPORTING

All volunteers must complete the Volunteer Details Form and OHSW form (both attached). Volunteers are also required to undergo a police check and other screening procedures as prescribed by CESA.

All volunteers will undergo Mandatory Notification training.

VOLUNTEER DETAILS FORM

APPLICANT – please PRINT information

Given Name(s): _____ Surname: _____

Address: _____ Suburb: _____ P/code: _____

Phone Number: (Home): _____ (Work): _____ Mobile: _____

Identification Provided: TYPE: _____ NUMBER: _____

Area of interest: _____

Qualifications: _____

Experience or other relevant information relating to area of interest:

DECLARATION

I agree to take all reasonable steps to protect my own health and safety while on school property.

I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the school(s).

I declare that I am a fit and proper person of good character. Below are 2 referees who will attest to my good character (e.g. previous or current employer, doctor, lawyer, JP, teacher etc.)

Name: _____

Address: _____

Phone Number ☎ _____

Name: _____

Address: _____

Phone Number ☎ _____

Have you ever been charged with a criminal offence involving children, drug dealing, dishonesty or violence?
YES / NO

Signature

Date/...../.....

I acknowledge that this completed form will be kept on file

CHILD PROTECTION INFORMATION FOR SCHOOL VOLUNTEERS:

REPORTING CHILD ABUSE

(Brochure prepared by Catholic Education SA)

Volunteers in Catholic schools play an important role in the education of our children. We welcome volunteers in our schools and acknowledge their support of our children.

Child Protection Policy

The South Australian Commission for Catholic Schools has in place a Child Protection Policy which was reviewed in 2000.

A copy of the policy should accompany this brochure, however if you would like to view the policy on line, please visit our website at <http://web.ceo.adl.catholic.edu.au/SACCS>

What is Child Abuse?

Child abuse is about an adult harming a child. In South Australia the law states that a child is a person under the age of 18 years.

Child abuse can occur through someone **doing** something hurtful or by someone **not doing** something to provide for or protect a child.

There are four types of child abuse:

- **Physical abuse** is when a child's body is injured. This can be through punching, hitting, beating, shaking, biting, burning or any actions which result in a child's body being harmed. It can be seen in bruising, swelling, welts and broken bones.
- **Emotional abuse** is behaviour towards a child which destroys self-esteem, confidence and a child's sense of worth. It includes constant criticism, belittling, blaming, 'put-downs', withdrawal of affection, ignoring and excessive teasing. A child can be left feeling worthless, unlovable and lacking self confidence.
- **Neglect** is the failure to provide a child with the basic needs such as food, shelter, clothing, hygiene, education, adequate supervision, and medical and dental care.
- **Sexual abuse** involves a child in any type of sexual activity.

Touching Children

Caring touch is essential for a child's health, growth and development. The caring touch between a child and trusted adult should not be confused with touching which is of a sexual nature.

What does the law say?

The law states that certain people must report their concerns if they have reasonable ground to suspect a child has been or is being abused. This covers doctors, nurses, dentists, psychologists, police, probation officers, social workers, teachers, family day carers, and people who work in places where services are provided to children (including volunteers).

A person who makes a report in good faith is protected from any civil or criminal liability.

Why report Child Abuse?

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. In addition schools provide educational programs to encourage children to protect themselves from abuse (often called Protective Behaviours).

Child abuse can happen to any child in any family. It hurts and can have lasting, damaging effects. Some children even die because of child abuse.

Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

Reporting suspected abuse also gives Family and Youth Services the chance to help families in situations where a child or children may be at risk.

What to do if you have suspicions or concerns

- Discuss your concerns with the Principal, another Leadership Team member or appropriate teacher;
- Call the Child Abuse Report Line **13 14 78** and request a consultation with a child protection worker. Your call will be kept confidential. There is an interpreting service available if required.
- If you decide to make a notification, it would assist Family and Youth Services if the following information is known:
 - ❖ Child's name, age, address;
 - ❖ Description of injury, abuse, neglect;
 - ❖ Current situation and the whereabouts of the child, parent, caregiver and alleged maltreater;
 - ❖ Date of suspected abuse being noticed;
 - ❖ Even if you do not have all of the information, you are still obliged to notify.

What happens when the Child Abuse Report Line is contacted?

Suspected cases of abuse or neglect are referred to the nearest Family and Youth Services district office. Social workers from the District Centre may visit the child and family to investigate the concerns.

If a child is in immediate danger an investigation will occur within 24 hours and may also involve the assistance of police and hospitals.

When the risk to a child appears to be less serious, families may be invited to a meeting at the District Office to discuss the concerns about the child's well being. They will also be offered assistance so they can provide better care for their children.

Suggested printed information:

- Reporting Child Abuse & Neglect Mandated Notification Guidelines (available from FAYS, 8226 6045);
- Don't Look Away – The Child Abuse Report Line Brochures (available from FAYS Information Hub, 8226 6735);
- Child Abuse – Parent Easy Guide #62 (available from Parenting SA, 295 South Terrace, Adelaide, 8303 1660).

If you have any questions, call the Child Abuse Report Line on **13 14 78**.

Dear Volunteer

As part of our commitment to Occupational Health, Safety and Welfare, we are required to maintain up-to-date details of our volunteers.

To help us fulfill our OHS&W obligations, we would appreciate your completion of the form below and its return to the Business Manager, Paul Hawkes (or to your supervisor) as soon as possible. Your name will then be added to our Volunteers' Register.

Thank you for your cooperation in this matter and for assisting us to maintain a safe working environment at St. Paul's.

Peter Shanahan,
Principal

VOLUNTEER HEALTH, SAFETY & WELFARE CHECKLIST

1. St Paul's College is a work safe workplace. Our Occupation, Health, Safety and Welfare Policy is displayed in the Staffroom and a copy is attached for your information.
2. All significant injuries, hazards and unsafe situations need to be reported to the Business Manager. Forms are available in the Staffroom or from the Business Manager.
3. First Aid facilities are located in the Staffroom, Office and in various workplaces around the school property. Each sporting team has been issued with a First Aid kit.
4. Emergency procedures will be "practiced" in the school. You are expected to follow these procedures in the case of an emergency or a "drill".
5. St Paul's College has in place, Health, Safety and Welfare policies, procedures and practices that emphasise:
 - ❖ A Smoke Free environment in the school property;
 - ❖ A Skin Protection environment;
 - ❖ An Infection Control environment;
 - ❖ Food and Safety Standards and Regulations;
 - ❖ Hazardous Substances Use and Management;
 - ❖ Manual Handling.

✂

I am aware of the Health, Safety and Welfare policies of St Paul's College and agree to abide by the expectations, policies and procedures outlined. I have received a copy of St Paul's College OSH&W Policy.

Volunteer's Signature: Date:

Print Name:

School Representative: Date:

Print Name:

**PLEASE RETURN THIS FORM TO THE BUSINESS MANAGER OR YOUR SUPERVISOR
FOR RECORDING**

ROLE OF VOLUNTEERS IN THE MANGEMENT OF OCCUPATIONAL HEALTH & SAFETY

Preface

The information set out below has been drafted for inclusion in letters of appointment and / or the role description for volunteers. The aim of the document is to clearly identify the specific requirements of volunteers in matters of Occupational Health, Safety and Welfare. The content of the document has been determined after careful consideration of the Performance Standards for Self-insurers.

The volunteer is required to:

1. Commitment.

- Adhere to safe work practices.
- Encourage colleagues and others on the worksite to adhere to safe work practices.

2. Legal and Policy Requirements.

- Comply with all relevant policies and procedures.

3. Plans and Budgets.

- Implement relevant actions in OHS&W work arrangements as required by their supervisor.

4. Performance and Training.

- Participate in relevant OHS&W training programmes as required.

5. Risk Management and Hazard Control.

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor.
- Suggest improvements or recommend changes to avoid, eliminate or minimize workplace hazards.

6. Incident Reporting and Investigation.

- Report work related injuries and incidents in accord with school policy and procedures.
- Participate if required in the investigation of potential hazards, dangerous occurrences, OHS&W incidents and near misses in accord with school policy and procedures.

7. Communication.

- Raise OHS&W issues with their work colleagues or supervisor and assist with their resolution.
- Regularly discuss OHS&W issues with other staff at staff meetings where applicable.

8. Monitoring.

- Monitor and evaluate their OHS&W performance.

Assist in the maintenance of OHS&W facilities, resources, equipment and information.