

Rosary School

Induction Booklet for Volunteers

December 2022



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.

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 current and valid Working with Children Check (WWCC) and to complete Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.

This induction package also 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.

If you have not already done so, you are also asked to ensure that you have completed CESA Application Package, your current and valid WWCC, and CESA Volunteer Declaration. Please provide these documents along with your personal Identification (100 points if you do not hold a current and valid WWCC).

CESA's COVID-19 Vaccination Policy has adopted a 'personal responsibility' approach that strongly encourages vaccination but does not require it to work as a volunteer in most CESA workplace settings (except a few 'high-risk' settings where up-to-date vaccination will be required).

Volunteers may be asked to provide two referees. If you have had regular involvement in the school, please provide the names of two staff members who know you. If you are new to the school, you are requested to provide the names of two professional referees (e.g., previous employer, doctor, lawyer, JP, teacher etc.).

As a volunteer you will be required to:

- Complete CESA Application Package and CESA Volunteer Declaration
- Hold a valid and current WWCC
- Complete the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course and provide the completion certificate to the school
- Be properly inducted, including:
 - Work Health and Safety
 - Duty of Care
 - Child Protection (RRHAN-EC; Mandatory Notification; Protective Practices)
- Observe confidentiality and privacy
- Observe school policies
- Comply with the Code of Conduct for Volunteers

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.

Volunteer Pack Contents

- This Induction Booklet for Volunteers, including information on:
 - Code of Conduct for Volunteers in Catholic schools
 - Work Health and Safety
 - Duty of care and Child Protection
 - Duty of Care and Child Abuse (including mandatory notification)
 - Privacy Information and Confidentiality
- Forms to complete and returned to the school:
 - CESA [Volunteer Application](#) – this form includes a declaration that you have read the induction materials included in this Induction Booklet
 - CESA [Volunteer Declaration](#)
 - If you do not already have a Working With Children Check (WWCC) card or certificate issued by DHS or the Catholic Archdiocese of Adelaide ... an [Initiation Check Request Form](#) for a WWCC. (Note: There is no cost involved in obtaining this clearance.)
- [Working with Children Checks](#) What happens after your WWCC request has been submitted
- [Instructions: How to access RRHAN-EC training for volunteers](#) (i.e. training in Responding to Risks of Harm, Abuse and Neglect – Education and Care)

Resources for Volunteers

The following resources for Volunteers are accessible to volunteers via the Rosary School website www.rosary.catholic.edu.au ... just look for the 'Volunteering at Rosary' page in the *Community* section.

- Rosary School Induction Booklet for Volunteers
- CESA Volunteer Application Package [form]
- CESA Declaration [form]
- WWCC Initiation Request Form
- WWCC Information sheet
- Instructions: How to access RRHAN-EC training for volunteers
- Protective Practices – Guidelines for staff working or volunteering in education and care settings (2nd edition revised 2019)
- Sexual behavior in children and your people fact sheet for ancillary staff and volunteers
- Induction for Volunteers Power Point

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 May 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 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 regarding 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 booklet.

Work Health and Safety

Work, Health and Safety (WHS) 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 workers under current WHS legislation.

This school / college 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 RRHAN-EC Fundamentals course every 3 years;
- undertake your mandatory notification obligations, as required;
- hold a current acceptable WWCC;

There some key points regarding WHS at Rosary 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 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 / Leader.

First Aid

First Aid kits are located in the first aid room in the front office. Please report to reception in the front office if you require first aid.

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/college 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 and report any issues with workspaces.

Site specific amenities: your induction will include site specific matters such as

- Where drinking water is located.
- Bathroom facilities suitable for volunteer use.

Your “Supervisor” on major issues is the Principal or Deputy Principal. On day-to-day issues your “Supervisor” is the staff member in charge of the activity/excursion.

Duty of Care and Child protection

Duty of Care: As a volunteer you will play an important role in the education of our students in partnership with school staff. In your relationship with students, you have a duty to ensure that the physical and emotional welfare of children is safeguarded, and that your own behaviour is guided by this duty of care.

Protective Practices: Professional and Role Boundaries

School staff and volunteers rely on the fostering of positive and respectful relationships between adults and children, in ways that do not compromise children's safety and welfare.

Protective practices are standards of behaviour that staff and volunteers are expected to meet in their interactions with children and young people. They represent a code of conduct that helps make schools and children's services safe places for everyone involved.

The *Protective Practices Guidelines for staff working or volunteering in education and care settings* are essential reading for anyone who wants to work or volunteer in a South Australian school. (Note: You can access them via the Volunteers section of the Rosary School website: www.rosary.catholic.edu.au)

By following these guidelines, staff and volunteers can feel confident about meeting their responsibilities to children and young people as well as their professional ethics and conduct obligations.

The main intent of these Guidelines is to safeguard the emotional and physical wellbeing of children and young people by helping adults to understand appropriate boundaries in relation to their professional role and all interactions with children and young people.

The Guidelines provide examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children and young people, role, and possessions. Topics covered include:

- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations

The Guidelines also 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. However, the Guidelines also address safe practices when it is legitimate to use physical restraint: that is only where a child's, young person's or adult's safety is threatened.

School staff and volunteers may support children with disabilities or additional needs through individual plans, which take various forms. These plans document the 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.

Remember to access and read the Protective Practices Guidelines and please talk to your Supervisor, Leader or the Principal if you have any questions regarding Protective Practices and your duty of care.

Duty of Care and Child Abuse (including Mandatory Notification)

What is Child Abuse?

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:

- (1) Physical abuse is characterised by physical injury resulting from practices such as: hitting, punching, kicking, throwing, shaking (particularly young babies), burning, biting, pulling hair, alcohol or other drug administration.
- (2) Sexual abuse occurs when someone in a position of power uses their power to involve the child in sexual activity.
- (3) Emotional abuse tends to be a chronic behaviour directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. This may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising, chronic or extreme spousal abuse in a child's presence.
- (4) Neglect is the failure to provide a child with their basic needs such as food, shelter, clothing, hygiene, education, adequate supervision, medical, dental care, forcing a child to leave home or allowing chronic truancy.

The duty to report

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.

Like paid staff, volunteers are Mandated Notifiers – meaning they are obliged by law to notify the Department for Child Protection 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 the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

Before you start as a volunteer

To help you better understand what may need to be reported and when, all volunteers are required to undertake the *Responding to Risks of Harm, Abuse and Neglect - Education and Care Fundamentals* course (RRHAN - EC).

This is a short and free course that is accessible on-line meaning that you can complete at home at a time convenient to you. Information on how to access the course is included in your Volunteer Pack.

RRHAN-EC training is how the school makes sure we all:

- have the same information about mandatory notifications
- understand our role working together to safeguard children and young people.

You will receive a certificate of completion at the end of the course that you will need to bring into school (or email it though) before you start.

In 2022, the SA Department of Education, AISSA and CESA released a fact sheet that provides specific instructions on what ancillary staff and volunteers should do if in the course of their work at the school they:

- witness child-related sexual behaviour
- are told about sexual behaviour by a child or young person
- receive a report about child-related sexual behaviour from someone else.

To access and read the fact sheet: [Sexual Behaviour in children and young people](#), go to the 'Volunteering at Rosary' page on the Rosary School website.

When Volunteering

Volunteers play an important role in the education of our children in partnership with the staff of our schools. When working as a volunteer please remember to:

- Enjoy your volunteering with children and young people and the contribution you make to their safety, wellbeing and learning.
- Refer any concerns you have about children, young people or adults at the school to the Principal or Deputy Principal as soon as possible.
- Respond in a listening way if children/young people share concerning personal information with you. Showing you care is very important to their wellbeing. Do not make any observations to the child about what they have shared. Talk with the Principal or Deputy Principal as soon as possible.
- Confidentiality is critical.
- Respect the sensitivity of the personal information you have, by not discussing it with people other than the Principal or Deputy Principal.

When to report child abuse?

You are required to report child abuse and neglect when you have suspicion on reasonable grounds

- A child or young person tells you that s/he has been abused;
- Your own observation of the behavior 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, neighbor or sibling of the child/ young person).

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 Principal or Deputy Principal at the school. 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 the Department for Child Protection either online:
www.reportchildabuse.families.sa.gov.au

or

Child Abuse Report Line: 131478
After Hours Crisis Care: 131611

Privacy Information and Confidentiality

Duty 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 Rosary School with personal information. Our contact details are: 15 Gladstone Rd, Prospect SA 5082 rosary.school@rosary.catholic.edu.au or 08 8343 5700.
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
- they can access that information if they wish; and
- the School does not usually disclose the information to third parties.

