



St Gabriel's School
ENFIELD

2018
Volunteer Induction Handbook

School Vision Statement

*We are faith-filled heart people,
who value relationships,
pursue excellence in learning,
living the gospel message of love.*

**Thankyou for your support of our vision statement and living it
out through your volunteering and involvement in our school
community.**

St Gabriel's School
17 Whittington Street, Enfield
PO Box 179, Enfield Plaza, SA, 5085
p: (08) 8344 0000 fax: (08) 8344 0099
email: info@sgs.catholic.edu.au
web: www.sgs.catholic.edu.au

St Gabriel's relies heavily upon the support of our community. Parents / Caregivers / Community members are welcome to be involved in the School Board, Community Group, Literacy Support programs, learning assistance, listening to reading, classroom support, excursions and any other opportunities that arise during the course of the year. We are grateful to you for contributing your time, energy and expertise to the school community and thereby enriching the lives of our students.

It is our duty to ensure that as a volunteer you are safe and supported in all that you do. As a volunteer we require that you ensure you undertake all activities / tasks in a safe and respectful way that upholds our Catholic Ethos. This booklet will provide you with some valuable information about the practices and policies that are a requirement of volunteering at St Gabriel's.

Volunteer Policy

A volunteer is any person who provides, without pay, a service to the School.

We, at St Gabriel's School, believe that volunteers can make a significant contribution to the school community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students. The involvement can take many forms including membership of committees, support for staff and involvement in the extracurricular and faith formation programs in the school.

Volunteer Selection – The school accepts as volunteers members of the wider community who offer their services to the school. All volunteers are required to complete a Volunteers Details Form & Declaration, hold a current Catholic Police Clearance, undertake an Annual Induction and complete Online RAN Training. All Volunteers are subject to the screening procedures and policies of the Catholic Education South Australia.

Rights and Responsibilities – The volunteers' most important responsibility relates to his/her duty of care to young people. The duty of care encompasses not only appropriate relationships with the students but adherence to Child Protection and harassment policies.

A volunteer has the *right* to:

- Work in a healthy and safe environment
- Be treated with respect and receive appropriate recognition
- Be provided with sufficient information, induction, instruction and training for them to perform their tasks safely
- Be provided with adequate supervision and support

A volunteer has a *responsibility* to:

- Work safely and not affect the safety of others
- Report any safety concerns
- Adhere to all School Policies and Procedures
- Seek advice from an appropriate member of staff when unsure about any policy or action
- Refer all student concerns or behaviour issues to the supervising teacher.

Areas where volunteers are encouraged to participate

- *Supporting teachers in the classroom and activities*
This support will usually be in the form of listening to students read and revising / editing work etc under the supervision of the class teacher.
- *Attending class excursions or events*
Assisting in the supervision of students as directed by the teacher on arranged activities outside the school grounds.
- *Working in the Library, Involvement in Committees or other associated activities (eg Banking & Book Club)*
- *Coaching students in school sporting programs, carnivals and events*
To supervise, train and support the students in an encouraging way, with guidance from the school's Sports Co-ordinator.

Working with Children

- All work will be prepared by the class teacher or specialist teacher.
- All work, observations and conversations about and with students are highly confidential.
- All communication with parents about any child's progress is the responsibility of the teacher.
- Please check with the teacher before you bring anything to school for students
- The expectation is that both child and adult show respect towards one another and honour the dignity of each individual.
- You must not work alone with a child unless in full public view.
- There should be no physical contact with children.

Student Personal Responsibility

We all have the right to feel safe, happy and respected. Therefore we all have a responsibility to ...

- Model high standards of speech and behaviour to students.
- Expect the same high standards from students and support them in this learning.
- Remember that the responsibility for dealing with inappropriate behaviour rests with the Class Teacher – always communicate concerns and issues

How Children Learn

- Children respond best to positive comments and attitudes.
- They learn best when they
 - feel safe, valued and encouraged & know what is expected of them
 - see learning as fun, purposeful and have a positive relationship with the people they are working with

Acceptable Use of ICT

- All students, staff and volunteers are required to use IT facilities in an acceptable and appropriate way.
- Use of IT including emails generated belongs to the school and must be appropriate for a Catholic School.
- If someone accesses inappropriate or offensive material, please inform the teacher, or School Leadership immediately.

CHILD PROTECTION & MANDATORY NOTIFICATION

“It is essential that children and young people are respected and valued through trusting and secure relationships. In this way, a foundation of emotional, physical and spiritual wellbeing and security is achieved for children and young people. This is our community responsibility and the responsibility of the Church.” (Adelaide Archdiocese Care, Wellbeing and Protection of Children and Young People)

- The Catholic Church is committed to the care, wellbeing and protection of children and young people.
- It recognises the dignity of each individual and shares responsibility, with their families and the broader community, for their care, wellbeing and protection.
- The Church's message is that child protection is the responsibility of every adult
- Catholic Church communities witness Gospel values by respecting the dignity of every person, particularly in the context of the care and wellbeing of children and young people.
- Church communities and agencies are required to comply with any Commonwealth initiatives and State legislative requirements, in particular the Children's Protection Act 1993 (SA), proclaimed in 2006, which prescribes all who work with children, including employees and volunteers of educational, sport and recreational agencies as **MANDATED NOTIFIERS** of child abuse and neglect.

It is the responsibility of all who work in schools

- To treat children with dignity and respect.
To provide a duty of care and protect children in their care.
- To notify Child Abuse if you reasonably suspect, in good faith, that a child is being abused, has been abused or is at risk of abuse or neglect.
- To provide a safe environment for children.
- To participate in training and development opportunities.
- To reinforce children's personal safety skills.

What is child abuse?

Any maltreatment that damages a child's physical, mental, emotional or psychological health, or that places the child's physical, mental, emotional or psychological health at risk.

There are four categories of child abuse:

1. *Physical abuse* is any non accidental physical injury inflicted on a child, eg punching, beating, shaking, biting, burning or otherwise harming a child.
2. *Sexual abuse* is any sexual behaviour imposed on a child under the age of eighteen years. This is about abuse of power and trust.

3. *Emotional abuse* is a constant attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and physical development – chronic behaviour which undermines self esteem and social competence.
4. *Neglect* is failure to provide for a child's basic needs, eg food, shelter, adequate and appropriate clothing, medical attention, supervision etc. A child who is neglected may be consistently dirty and unwashed, without appropriate supervision for extended periods of time, constantly tired, hungry, listless and with medical conditions related to poor hygiene.

What is the Law?

Under the Children's Protection Act the following people are obliged by law to notify Family and Youth Services if they suspect, on reasonable grounds, that a child has been or is being abused or neglected – medical practitioners, nurses, dentists, pharmacists, psychologists, police, probation officers, social workers, teachers, family day care workers, **any employee or volunteer in work** which involves, health, welfare, **education**, childcare residential services to children, holds a management or supervisory position in an organisation which provides services to children.

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

New defence provisions for mandated notifiers commenced on 28 April 2014. The defence provisions apply when a mandated notifier has failed to notify a reasonable suspicion of neglect or abuse of a child because: The mandated notifier only became aware of such circumstances as a result of information imparted to them by a police officer acting in the course of their official duties; **or** the mandated notifier only became aware of the child's situation from another mandated notifier who has already made a report with regard to the situation. The defence provisions highlight the importance of consultation and record keeping when meeting your mandatory reporting responsibilities so that, in the event of a charge being made, those provisions can be applied in your defence.

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. 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. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm. Reporting suspected abuse gives Families SA Services the chance to help families in situations where a child may be at risk.

It is the responsibility of each person involved in the Catholic Church community to contribute to the creation of safe and enriching environments for children and young people. (Policy for the Care, Wellbeing and Protection of Children and Young People)

When to notify

All reasonable suspicions of abuse or neglect should be reported without delay. Mandatory reporters need to be aware that:

- *It is your personal responsibility to report suspected child abuse and neglect – it is not the responsibility of your supervisor, principal or employer;*
- *You do not have to prove that abuse has occurred;*
- *You must accompany your notification with a statement of the observations, information and opinions on which the suspicions are based;*
- *You are immune from civil liability for reporting your suspicions in good faith.*

How to notify

1. Always seek guidance and work in partnership with the nominated staff. You are encouraged to discuss your concerns with the School Leadership or staff member to obtain information that will be required during the reporting process.
2. Report online at <http://www.reportchildabuse.families.sa.gov.au>
OR
Child Abuse Report Line 13 14 78 - *This is a 24 hour line and can be accessed anywhere in the state for the cost of a local call.*
3. Complete a Mandated Notification Record Sheet (Available from School Leadership)
4. Your call will be kept confidential and your identity will not be disclosed to the family of the abused child

How to help the child

1. Listen carefully
2. Tell the child that you believe them
3. Tell them that it is not their fault
4. Tell the child that you are pleased that they told you
5. Be sensitive ...

do not

1. Make promises that you cannot keep
2. Push the child for details
3. Indiscriminately discuss the disclosure with others



How we help you

- If you wish to, talk to the teacher and/or the Leadership Team for support.
- Know that we respect your decision to notify and support you in this decision in every way that we can.

All Volunteers must complete 'Responding to Abuse and Neglect: Education and Care' (RAN-EC) Online Induction for volunteers" -

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

We have a sacred, as well as a legal duty to protect the health, safety and welfare of all children while they are at school and engaged in school activities. (Catholic Church Child Protection Policy)

CODE OF CONDUCT

From The Procedures to assist the Catholic Church community and Church personnel to implement the Policy for the Care, Wellbeing and Protection of Children and Young People

The Catholic Church in South Australia recognises the dignity of all children and young people before God and the significant role that the Catholic Church community plays in promoting environments that nurture and protect the wellbeing of children, young people and their families.

We support the rights of children and young people and will act to make sure a safe and caring environment is maintained at all times. We also support the rights and wellbeing of employees and volunteers.

We encourage the active participation of employees and volunteers in creating and maintaining a respectful and secure environment for all members of the Catholic Church community.

Your responsibilities are to:

- Love the children and young people who have been given into your care by God, and care for them in every way you can
- Fulfil to the best of your ability specific roles and tasks given to you, and maintain clear boundaries about appropriate behaviour with children and young people
- Build appropriate relationships with children, young people and their families in a transparent manner so you are a positive role model and representative of the Catholic Church in South Australia
- Treat everyone with respect and conduct yourself at all times in a way that is a positive example to the children and young people with whom you interact so that your attitude and language sustains dignity and self worth
- Protect the safety and wellbeing of children and young people with whom you come into contact through your role
- Report suspected child abuse or neglect to the Child Abuse Report Line
- Raise any concerns, issues and problems about child protection with your supervisor or the Child Protection Office as soon as possible
- Refrain from any form of verbal, emotional, sexual, or physical abuse
- Refrain from making sexually suggestive comments to children/young people or in their presence, even as a joke.



WORK HEALTH & SAFETY

The Catholic Church holds an Self Insured Employer Licence with WorkCover Corporation of South Australia. Being self-insured under this scheme provides financial and personal benefits for Catholic Church. Catholic Safety Health & Welfare South Australia (CSHW SA) is responsible for the implementation and maintenance of the Safety Management System for the Catholic Church in South Australia. More information can be located at - <http://cshwsa.org.au/>

St Gabriel's School seeks to ensure that employees, volunteers, visitors and other persons working on site are safe from injury and risks to their health and wellbeing while involved in school activities. The school is committed to meeting the standards required by the Work, Health and Safety Act (2012) and to meet these objectives, the active co-operation of all persons involved is required by the school in establishing and maintaining the highest possible safety standards.

A Volunteer is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while on site / at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Our Work Health and Safety Injury Management Policy states that the safety and wellbeing of all is of critical importance to us here at St Gabriel's

Procedure for reporting hazards, incidents and safety issues

We are bound by legal duty to ensure the health, safety and welfare of all people who work in or visit our school, and we provide training for people to carry out their duties in a manner which protects the safety of themselves and of others. Should you see a hazard, or you are involved in an injury, incident or near miss, please report the matter immediately to the Principal or school staff member.

There are a number of policies in place to ensure safe work practices.

1. HEALTH & WELLBING / SAFE WORK SITE – This is everybody's responsibility. You should only be 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 these with teacher, staff or School Leadership.

- **If you see anything on site that you believe is unsafe or could cause injury, please report it immediately to a member of staff.**
- **All volunteers must wear a badge and sign in and out at the front desk.**
- **All visitors to the school are requested to use the toilets located in the Front Office, Staffroom or Sacred Heart Centre. We request that adults do not use the student toilets.**

2. **INCIDENT REPORTING** – While we hope you are never injured while volunteering, if you do sustain any injuries, please advise staff immediately so we can follow up with First Aid and any required investigations.

3. **FIRST AID** – First aid kits are located in each classroom and specialist areas. All persons requiring first aid should report to the Front Office. If you injure yourself while volunteering please ensure you advise on of the Staff.

4. **EVACUATION & LOCK IN**– Follow school procedures. Make yourself familiar with the Emergency Evacuation Plan for the area in which you are working.

Evacuation - proceed via the safest route to the oval (unless otherwise advised). Keep doors unlocked and leave all items. In the case of a fire, do not re-enter the building until instructed to do so by the Fire Warden. If you are in charge of an activity, you must organize the evacuation of people you are responsible for from the building, and check that all persons are accounted for. Students will join their class and rolls will be taken. Visitors will be accounted for as per the visitors book – **this is why it is critical all visitors sign in.**

Lock ins are indicated by a whooping siren and are always if possible followed by an announcement over the PA and phone system. In a lock in you are asked to remain where you are with doors locked and out of site. The procedure in a lock in is that you stay close to a phone. Staff will contact you via the phone to ensure you are OK and all students are accounted for. **HOWEVER if you are in need of urgent attention or require assistance immediately phone the Front Office Ext 101.**

5. **HAZARDOUS SUBSTANCES** – You must only use chemicals supplied by the school as these have been assessed for risk prior to use. Make yourself aware of the location of the Material Safety Data Sheets prior to use. Please liaise with staff if you are going to bring any cleaning materials, paints, felt tipped pens, white out or other substances onto this site.

6. **NO VOLUNTEER IS TO WORK ALONE ON THE SCHOOL SITE** – we have a “Working Alone” Policy that requires no volunteers to work on the school site without staff present.

7. **WORKING ALONE WITH STUDENTS** - You must not work alone with a child unless in full public view. Normally a staff member will provide a space that is in public view and open for you to work with a student or a group.. People, who work with children, need to be mindful of protecting their own, and students, personal and private lives.

Protective Practices - for staff in their interactions with children and young people Guidelines for staff working or volunteering in education and care settings – is a document that outlines our Duty of Care and the Professional Boundaries we should establish and maintain when working with students (including physical contact and electronic / social media contact) Copies are available at the Front Office or online http://www.cesa.catholic.edu.au/_files/f/18944/2017-0921-Protective_practices_final_WEB2.pdf

8. **SMOKING** – St Gabriel's School is a smoke free area.

9. **FIT FOR VOLUNTEERING (DRUGS & ALCOHOL)**- Whilst volunteering you must not be consuming drugs or alcohol or in such a state to endanger yourself or that of others. If you are unwell or sick we ask you please take care and look after yourself and not take up volunteering commitments until you are well.

10. **PLANT AND EQUIPMENT** – All equipment must be checked before being used at the school, especially electrical items such as kettles, frypans, hairdryers etc.

11. **SUN SMART** – St Gabriel's School is a Sun Smart School. Hats and sunscreen must be worn in the yard and on excursions. Our policy states, *“From the beginning of September to the end of April and at any other time the UV reaches 3 and above. During the months of May–August sun protection is not needed on the days when the UV level is below 3.”*

12. **MANUAL HANDLING** – The school will provides steps, ladders etc and training for manual handling of objects. We ask that you assess the risk and minimise the risks associated with lifting and moving items.

13. **SLIPS, TRIPS, FALLS** - Please take extreme care when moving around the school– we have a variety of levels and areas that can cause trips and slips. Please take care when carrying items around and generally moving around the sites.

14. **REHABILITATION** – If you are injured while you are involved in school activities we will provide support and rehabilitation as required. There are procedures in place for this to occur. Helen Voiklis is our Return to Work Officer and she will support you through any rehabilitation process or required documentation.

15. **STRESS MANAGEMENT** – Always seek support in your work and seek advice if any activity causes you undue stress or you feel uncomfortable completing it.

16. **BULLYING & HARRASSMENT** – St Gabriel's School is a Bullying free site. All our interactions and activities are to uphold the dignity of each person. The school's Harassment Officers are Dina Staffiero and Michael Macnamara and they are available together with all staff to support you.

17. **VOICE MANAGEMENT** – Working with children can be stressful on your voice. Rest, care & hydration are the keys. Remember to speak in a normal voice as much as possible and drink plenty of fluids.

18. **USE OF PRIVATE VEHICLES** - At time private vehicles can be used for activities and events. We require that legal restraints be used for all children passengers. New regulations require booster style seating for some school aged children. Drivers will be required to complete a specific document identifying that their car is registered, has correct passenger restraints and that drivers will undertake driving in a legal and safe manner while carrying children.



On behalf of the whole school community we extend our sincere and heart-felt thanks to you for your willingness, time and support of the learning and wellbeing of students, staff and all those associated with the St Gabriel's School Community.

Please make contact with the School Leadership or any member of staff if you require any further assistance, support or have any questions.

May God bless you abundantly for the love and service you provide to the St Gabriel's students and school community.

Resources and Links

Families SA – Protecting Children Website

<https://www.childprotection.sa.gov.au/>

Catholic Church – Archdiocese of Adelaide – Child Protection -

<http://www.adelaide.catholic.org.au/our-people/child-protection>

Catholic Education South Australia – Safe Environment for All

<http://www.cesa.catholic.edu.au/our-schools/safe-environments-for-all>

**Protective Practices - for staff in their interactions with children and young people
Guidelines for staff working or volunteering in education and care settings**

http://www.cesa.catholic.edu.au/_files/f/18944/2017-0921-Protective_practices_final_WEB2.pdf

Responding to Abuse and Neglect - Education and Care (RAN-EC) online induction session for volunteers - <https://www.plink.sa.edu.au/pages/signup.jsf>

Catholic Church Work Health Safety - <http://www.cshwsa.org.au/>