



BLACK FOREST

Primary School



VOLUNTEERS **WORK HEALTH SAFETY** INDUCTION

We welcome you as a volunteer at Black Forest Primary School.

We are committed to the health and safety of our community, and in particular we recognise the importance of volunteers who undertake valuable work.

Black Forest Primary School will ensure that volunteers are given the same consideration as employees under our Work Health Safety Policy.

VOLUNTEERS **RIGHTS & 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 a job description that adequately describes your roles and responsibilities
- to be provided with an OHS&W 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

As a volunteer you also have responsibilities to:

- work safely
- not affect the safety of others
- to observe all established Policies and Procedures
- report any safety concerns
- attend Volunteers Induction & RAN training as required (minimum every 3 years)

There are a number of important points relating to safety with BFPS that you should be familiar with, as follows:

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 the Principal immediately.

Signing In & Out

It is the volunteers responsibility to "sign in" upon arrival and "sign out" upon leaving at the Front Office. Sign In sheets for R-2 classes for morning reading only are available in the JP Unit and Kertaweeta. Departures for these morning reading volunteers needs to be by 9:30am.

Emergency Procedures

- make yourself familiar with the emergency evacuation plan for the area in which you are working. In an emergency proceed via the

safest route to the nearest emergency exit on the emergency evacuation plan.

- should there be a need to evacuate a building, proceed to the relevant area.
- in case of 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 organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for

Confidentiality and privacy

During the course of your volunteering, you may be given access to private and confidential information. The school will ensure that you are made aware of your responsibilities in relation to confidentiality, privacy and cultural sensitivity. Strict provisions under the Privacy Act prohibit the release of information for a purpose not intended when the information was collected. Any personal information about students, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it relates to mandatory notification requirements. This includes names, addresses, telephone numbers, circumstances or situations of any nature.

It is not acceptable to make comments about the use of individual teaching methodologies or student behaviour management.

Volunteer agreement

The Principal or Deputy Principal will provide you with a Volunteer Agreement, which you are both required to sign. Copies of the signed agreement will be kept at the school and you should also keep a copy for your own records. The agreement can be utilised by both parties in matters such as performance reviews.

Child Related Employment Screening

Volunteers who work closely with children, in an unsupervised role, are required to provide a copy of a recent Department for Communities and Social Inclusion Screening clearance. The

necessary forms for this process are available from the Front Office. Once completed the forms are lodged with the Deputy Principal, verified and then forwarded on to the DCSI for processing. The clearance certificate supplied is valid for 3 years.

Volunteer Protection Act 2001

The Volunteer Protection Act 2001 seeks to protect volunteers from personal liability while they are undertaking volunteer roles. It does not cover personal injury matters. School leaders can assist with enquiries related to your rights and responsibilities under the Act.

Notification of Child Abuse

Refer to Protective Practices guidelines (DECD website for more information Under the Children's Protection Act, 1993, you are obliged by law to notify Family SA (previously FAYS, Family and Youth Services) if you suspect that a child has been subjected to abuse. This is done by telephoning the Child Abuse Report Line on 131 478. You are advised to discuss your suspicion with the teacher or Principal first. Your suspicions could relate to anyone with whom you come into contact as the perpetrator of the abuse, for example, a fellow volunteer, a teacher, or a parent.

Definitions of abuse:

Physical Abuse

"Physical abuse is non-accidental physical injury inflicted upon a child."

Sexual Abuse

"Sexual abuse is any sexual behaviour imposed on a child under the age of eighteen."

Emotional Abuse

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."

Neglect

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or

emotional development.” The law does not require that you prove your suspicions. Your identity as a notifier will remain confidential. If you suspect that someone is stepping over the bounds of a normal adult/student relationship, please speak to the Principal.

Insurance

As a volunteer, you are covered by the government’s self-insurance arrangements, which cover personal accidents for volunteers who are carrying out volunteer duties at the direction of the site leaders or governance body. Preschool or school leaders can assist volunteers with insurance enquiries.

Anti-discrimination, bullying, sexual and racial harassment

DECD is an equal opportunity employer and believes that everyone should have the opportunity to make a positive contribution through volunteering. The recruitment and screening of volunteers is done in accordance with anti-discrimination and equal opportunity-related legislation, policies and practices. All people will be treated according to their merits, without regard to their sex, age, physical impairment, social origin, political belief, race, learning abilities, lawful sexual activity, parental status, religion or any other factor not applicable to their volunteer position.

Under the Equal Opportunity Act 1984, (the Equal Opportunity (Miscellaneous) Amendment Bill 2008) it is unlawful to subject a student, a fellow employee or volunteer worker to sexual or racist harassment or disability discrimination. Note: sexual harassment refers to any form of sexual attention that is unwelcome.

If you feel that any relationship within the volunteering role has been misused in this regard, please contact the Principal immediately. If the concern relates to the actions of the School Principal, please contact the Parent Complaint Unit on 1800 677 435. DECD is committed to providing a safe environment for all. Volunteers will not be disadvantaged as a result of lodging a complaint.

Complaints procedure

Should a dispute arise, it is important that problems are brought to light early and resolved using the correct process and procedures. As a volunteer, you have a right to open and fair access to grievance processes and to be fully informed of your rights. DECD sites are responsible for ensuring all volunteers are made aware of their grievance policy and procedures. All volunteers have the right to have their grievances heard, respected and dealt with in a professional, efficient and fair manner.

Student behaviour

Everyone in the school or preschool community is expected to treat each other with respect and courtesy at all times. As a volunteer, you are not expected to tolerate offensive and inappropriate behaviour. If a student is acting inappropriately, please seek the assistance of a staff member. Volunteers should not manage behaviour issues.

Training and development

DECD sites will provide training and development opportunities for volunteers as required. Free or low cost training is offered for volunteers through SA Association of School Parent Clubs Inc, Volunteering SA&NT, Northern Volunteering, Southern Volunteering and other regional volunteer resource centres.

Recognition and acknowledgement

As a volunteer, you will receive both formal and informal acknowledgement and recognition of your valuable contribution to the preschool or school. There are a number of special dates throughout the year that acknowledge and celebrate the contribution of volunteers. DECD encourages volunteers and sites to also access information about state and national events through Volunteering SA&NT and the Office for Volunteering SA.

Smoke-free workplace policy

A reminder that the Smoke Free Workplace Policy prohibits smoking at all government facilities including in all preschools and schools, buildings, structures, outdoor areas and government vehicles. This also includes on-site car parks, and therefore you cannot smoke in any vehicle (including private cars) if they are located on-site or being used to transport children or others as part of your volunteering.

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 the Principal. Alternatively, report to the person supervising the activity who will in turn report to the Principal.

First Aid

First aid kits are located in the Front Office as well as individual classrooms.

Equipment

BFPS provides equipment for your use. Volunteers are discouraged from bringing equipment from home. However, should this be necessary the equipment must be in safe working order.

Chemicals

You must only use chemicals supplied by BFPS. The chemicals used by BFPS 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 the Principal.

Working Alone

For safety reasons volunteers are discouraged from working alone. You should be within sight of a member of staff when working with an individual student. Never be in an enclosed space alone with a student.

Conversations with Students

Remember that you are acting as a role model to the students who observe you. Any topics of conversation should be above reproach.

The exchange of gifts

Volunteers must not encourage affection from or dependency in students. One way this must be avoided is by not giving gifts to children. This relates to any item exchanged that is outside of the approved activities in the school curriculum. Remember, you are already giving your best gift, the gift of your time.

Vehicles

If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that seat belts are fitted and worn. Current drivers licence, Criminal History Screening and sighted registration and Comprehensive Insurance papers are required.

Housekeeping

Please leave the work areas clean and tidy. These buildings are used by a variety of people and may include children, elderly and disabled.

Amenities

Bathroom facilities for Volunteer use are available next to the staff toilets.

Black Forest Primary School 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 Principal.

Phone: 8293 1204 Fax: 8293 1673

Email: d_0548@schools.sa.edu.au



Government of South Australia
Department for Education and
Child Development