

VOLUNTEER REGISTRATION INFORMATION BOOKLET



BECOMING A VOLUNTEER

Tenison Woods College acknowledges the important work that volunteers carry out within our school environment. Many tasks within the school are greatly enhanced by the generous donation of time and talent by volunteers who come and work in a variety of areas.

This regulation applies to a wide range of activities in the school, including listening to children read, assisting in the classroom, attending excursions, coaching sports teams, working in the canteen and many other school-related activities.

If you would like to act as a volunteer in the school, the following steps need to be completed before being placed on our school's Volunteer Register.

Step 1: Read and complete this **Volunteer Registration Information Booklet** (also available at the Front Office).

This includes:

- a. Completing the Personal Information Form
- b. Reading and signing the Volunteer Code of Conduct
- c. Reading and signing the Volunteer Work Health and Safety Induction

Step 2: Complete the **Reporting Abuse & Neglect Training** for Volunteers online at:

<https://rantrainingvolunteers.e3learning.com.au/>. You are required to register and create an account on this site.

The training will take around 20 minutes to complete and you must print a certificate at the end.

Step 3: Complete the **Catholic Police Check** Form (which is only available from the Front Office). Please ensure you present proof of identity to complete your 100 Point Check eg: Birth certificate, current driver's license, Medicare card etc (there is no cost for the application for a Police Check. We are able to accept a Government Child Related Police Check if you currently hold one). If you require clarification on the 100 point check, please contact the Front Office prior to your visit on (08) 8725 5455

Step 4: Submit the following to Front Office staff:

- Personal Information Form
- Reporting Abuse & Neglect for Volunteers certificate
- Signed Work Health and Safety Induction form
- Signed Volunteer Code of Conduct form
- Original identification documents as outlined for 100 Point Check.

Please note that all of the above processes are mandatory and the entire process must be completed before being placed on the School's Volunteer Register.

This regulation is designed to ensure our children are protected and safe at school. Please don't hesitate to contact me at school if you have any further queries.

Thank you for your cooperation.

Regards,

Trudi Dempsey
WHS Coordinator



PERSONAL INFORMATION FORM

First name: _____ Surname: _____

Previous name (if applicable): _____ Date of birth: ____ / ____ / ____

Address: _____ Post code: _____

Contact number - Home: _____ Mobile: _____ Work: _____

Email Address: _____

Contact person in case of emergency while volunteering:

Full name: _____ Relationship to applicant: _____

Contact number - Home: _____ Mobile: _____ Work: _____

Do you have any medical conditions that may affect your safety while volunteering?

No Yes (please state): _____

Names of children attending Tenison Woods College and class (e.g. 7AP)

I declare that I am fit and a person of good character.

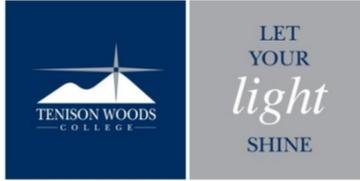
I acknowledge that this completed form with any other accompanying documentation needs to be returned to school and will be kept on file.

All information that relates to the privacy of individuals will be held at the school in a secure place and only accessed by the Work Health and Safety Coordinator and Principal.

I verify that I have viewed and understand the online Work Health and Safety Induction for Volunteers.

Signed: _____

Date: ____ / ____ / ____



VOLUNTEER CODE OF CONDUCT

This code of conduct will assist all volunteers at Tenison Woods College to understand their expectations, responsibilities and obligations while fulfilling their duties as a volunteer.

As a Volunteer you are expected to agree to and uphold appropriate standards of behaviour.

These standards of behaviour include:

- Carrying out your task in a way that corresponds with the ethos and aims of Tenison Woods College;
- Respect the confidentiality of Tenison Woods College and the people who work/use it;
- Treat others with respect. Abusive language must not be used towards a staff member, volunteer any other person;
- No possession or use of alcoholic beverages or illegal drugs on school property or volunteering while under the influence of drugs or alcohol;
- Respect the human rights of others and operate within the organisation anti-racist and anti-discriminatory policies and procedures. Verbal, physical or visual harassment of a staff member, volunteer or any other person will not be tolerated.
- Perform your tasks with regard to health and safety to yourself and others;
- Not to bring dangerous or unauthorized materials such as explosives, firearms, weapons or other similar items onto the Tenison Woods College grounds;
- Comply with all policies and procedures and wear Personal Protective Equipment as required.

I have read and I understand the Tenison Woods College Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a Volunteer if I violate any of these rules.

Please acknowledge that you have read and understand this Volunteer Work Health and Safety Induction.

Name:

Signature:

Date:



VOLUNTEER POSITION INFORMATION DOCUMENT (PID)

Tenison Woods College is based on the Mercy and Marist charisms. The College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1400 students including the Early Learning & Community Centre and a growing number of international students.

Volunteer roles and responsibilities may include:

- Assist students' literacy or numeracy activities
- Support students in art/craft/drama, and other creative activities
- Help facilitate fitness and recreation activities
- Help with preparation of healthy snacks/meals
- Ensure supervision and safety of children at all times
- Report all incidents to staff
- Provide feedback to staff
- Assist with program planning, if needed
- Assist with program space set-up, clean-up, & tidying



VOLUNTEER WHS INDUCTION

Welcome to Tenison Woods College where we are committed to the health and safety of our community. In particular, we recognise the importance and safety of volunteers who undertake valuable work.

Tenison Woods College places great value on the work completed by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner.

Tenison Woods College will ensure that volunteers are given the same consideration as employees under our Workplace Health and Safety Policy.

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 a job description / training that adequately describes your roles and responsibilities.
- To be provided with a WHS 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.
- Observe all established policies and procedures.
- Report any safety concerns.
- Attend / complete mandatory notification training as required.
- Complete a Police Check.

There are a number of important points relating to safety within the College that you should be familiar with. These are:

- **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 this with the Principal immediately.
- **Emergency Procedures**
 - Make yourself familiar with the Emergency Evacuation Plan for the area you are working in. 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 via the safety route directed on the nearest Emergency Evacuation Plan.
 - In the case of a fire call Fire Services on 000. 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 / area, and check that all persons are accounted for.

- **Reporting**
 - o 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 Principal. Alternatively, report to the WHS Coordinator or to the person supervising the activity, who will in turn report to the Principal.
- **First Aid**
 - o First Aid Kits are located in the Front Admin Office. If you require a First Aid Kit for an excursion / activity, these can be obtained from the Front Admin Office.
- **Equipment**
 - o The College 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, and must meet WHS requirements (i.e. if equipment is electrical, it must be tested and tagged if older than 6 months).
- **Chemicals**
 - o You must only use chemicals supplied by the College. The chemicals used by the College have been assessed for risk prior to use. Make yourself aware of the locations 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 / WHS Coordinator.
- **Working Alone**
 - o For safety reasons, volunteers are discouraged from working alone.
- **Privacy**
 - o 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 the school Principal.
- **Drugs and Alcohol**
 - o While volunteering you must not be consuming drugs or alcohol, or in such a state so as to endanger yourself or that of others.
- **Smoking**
 - o Tenison Woods College is designated as a smoke free workplace. There is no smoking in the buildings and on the grounds.
- **Vehicles**
 - o If you use your car as part of your volunteer duties, please ensure that it is roadworthy and that seatbelts are fitted and worn. A current driver's license is required.
- **Housekeeping**
 - o Please leave the work areas clean and tidy. These buildings are used by a variety of people and may include children, elderly and disabled. You may need to make special allowances for these people, e.g. not leaving obstacles in walkways.
- **Amenities**
 - o Location of drinking water – Front Admin Office / Staff Room.
 - o Bathroom facilities – Front Admin Office.

Tenison Woods College places great value on the work completed 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.

Please acknowledge that you have read and understand this Volunteer Work Health and Safety Induction.

Name:

Signature:

Date: