

**2024**  
**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://www.plink.sa.edu.au/pages/signup.jsf>. You are required to register and create an account on this site. Once you have done this, choose the first training option 'Responding to Abuse and Neglect – Education and Care Online Induction'. Please print the certificate on completion of training.

**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 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
- Working with Children Check
- Original identification documents as outlined for 100 Point Check

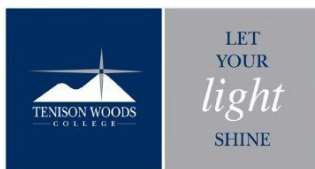
Please note that all of the above processes are mandatory and the entire process must be completed before being placed on the School's Volunteer Register.

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*



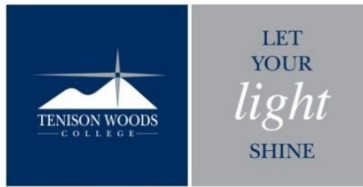
## VOLUNTEER CODE OF CONDUCT

This code of conduct will assist all volunteers at Tension 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 Tension Woods College;
- Respect the confidentiality of Tension 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 Tension Woods College grounds;
- Comply with all policies and procedures and wear Personal Protective Equipment as required.



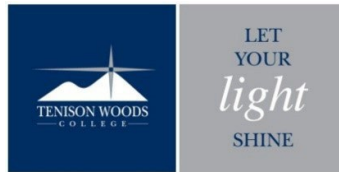
## **VOLUNTEER POSITION INFORMATION DOCUMENT (PID)**

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 CCES and the College that you should be familiar with, these are:

## **SAFE WORK**

You should only do work that you can perform safely, if you feel that you cannot do the task safely or have any safety issues please discuss with your Supervisor immediately.

## **HAZARDOUS MANUAL TASKS**

The site will identify hazards from manual handling and assess the risks associated with each activity to either eliminate or reduce the risk as far as reasonably practicable. As a volunteer you will be provide manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

## **TOOLS, MACHINERY AND EQUIPMENT**

Any tools, equipment and machinery to be used for tasks undertaken should be supplied by the site. Such tools, equipment and machinery shall be adequately designed for the task to be undertaken and maintained in good condition and inspected / licensed in accordance with appropriate statutory requirements or standards. Where required the operator must hold an appropriate current license or certificate of competency.

## **ELECTRICAL**

It is preferred that personal items are not brought onsite for use. However if bringing in electrical items for short term use only they must be in good working order and visually inspected prior to use and taken home after task completed. If regular use of the equipment is required then the item must be tested and tagged.

## **FIRST AID**

All injuries must be reported to the Supervisor as soon as practicable.

First Aid Kits can be found in the front office and specific areas of the school such as canteen, PE dept., Science, café & Design & Technology.

Automated External Defibrillator can be found in Front Office, PRC, Music Office, Barrie Holmes Stadium & Early Learning Centre.

## **HAZARD / INCIDENT / INJURY REPORTING**

Whilst working at Tenison Woods College, you are required to report all hazards or incidents to your Supervisor.

## **EMERGENCY MANAGEMENT**

In the event of an emergency contact front office. Prior to the commencement of work, you should familiarise yourself with the sites Emergency Evacuation Plans. If unsure contact any staff member or WHS coordinator. (Emergency Evacuation Plans are displayed throughout each building.)

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an evacuation alarm, you must evacuate the area immediately and follow the directions of the appointed wardens. You must not re-enter the evacuated building until advised it is safe to do so by either the Metropolitan Fire Service (MFS) Country Fire Service (CFS) or the Chief Warden or representative.

Your Emergency Assembly Area is on the oval adjacent to Barrie Holmes Stadium.

## **HAZARDOUS CHEMICALS**

You must only use chemicals supplied by the site. The chemicals used by this site have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets (SDS) prior to use. A Safety Data Sheet (SDS) is a document that describes the chemical and physical properties of a material and provides advice on safe handling and use of the material. Copies of SDS's shall be kept either with or nearby to where the chemical is being used or stored.

If you have any concerns or require personal protective equipment (PPE) to use any of these products please discuss with your Supervisor.

## **AMENITIES**

Volunteers will use only staff toilets located around the school.

## **PARKING**

Vehicles must be parked in a designated area as appropriate. Vehicles are not permitted to park on verges, grassed areas, roads, pathways or any other non-designated parking areas at any time, unless directed to do so by an authorised officer.



## **FITNESS FOR WORK**

No person shall be permitted to work at Tenison Woods College while their ability or alertness is impaired by fatigue, illness, medication, alcohol or other drugs that might subject them or others to potential risk of injury or harm.

## **COVID VACCINATION**

TWC strongly encourages vaccination, but it is not required to work and volunteer in most CESA workplace settings

## **SMOKING**

Smoking has been prohibited on Tenison Woods College grounds. This includes the use of electronic cigarettes.

## **HARRASSMENT**

Refer to the Code of Conduct. If you feel harassed please report the incident to your Supervisor.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) and SUN PROTECTION**

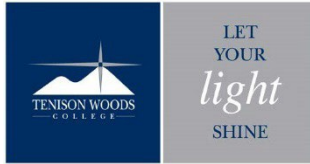
When working outside in the sun, it is recommended that you wear wide brimmed hats or neck covers under hard hats, and sunscreen. You must wear specific protective equipment in certain sign-posted areas.

## **HOUSEKEEPING**

Please leave your work areas clean and tidy.

## **VEHICLES**

If you use your car as part of your volunteer duties, please ensure that your car is roadworthy and that the seat belts are fitted and worn. A current driver's licence is required and must be sighted by your Supervisor.



## 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.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_





## VOLUNTEER DECLARATION

*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.*

I have read and I understand the:  
Tenison Woods College Code of Conduct  
Position Information Description (PID) and  
Volunteer Work Health and Safety Induction.

I have completed the online RAN training and supplied a copy to the College

COVID – Vaccination is strongly encouraged but does not require it to work as a volunteer

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 the above documents.

Name: .....

Signature: .....

Date: .....