



**St Francis  
of Assisi College**

*Laudato Si'*

# ST FRANCIS OF ASSISI COLLEGE

Volunteer Handbook

## BECOMING A VOLUNTEER

St Francis of Assisi College acknowledges the important work that volunteers carry out within our College environment. Many tasks and events within the school are greatly improved by the volunteers who donate their valuable time and efforts.

This regulation applies to a wide range of activities in the College, including, attending excursions, assisting with events, working in the canteen, mentoring programs and many other school-related activities.

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

### Step 1

Read and complete this Volunteer Handbook, this includes:

- Completing the Personal Information Form
- Reading and signing to verify you understand the Volunteer Code of Conduct and Volunteer Work Health and Safety Induction.

### Step 2

Complete the Reporting Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-ED) Fundamentals training for volunteers online at:

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

(use the last training option on the page: Bus drivers: RRHAN-EC Fundamentals course only (CESA))

You are required to register and create an account on this site. Once you have done this, choose the first training option 'Responding Risks of Harm, Abuse and Neglect – Education and Care Fundamentals training. Please print the certificate on completion of training.

### Step 3

Complete the Catholic Screening and Verification Authority (SAVA) Initiation Request Form (available from the Front Office). Please ensure you present proof of identity to complete your 100-point identification check. Completion of this form initiates a Working with Children Check.

### Step 4

Submit the following documents to administration staff:

- Personal Information Form
- Reporting Risks of Harm, Abuse & Neglect–Education and Care Fundamentals Certificate
- Acknowledgement of understanding of the Volunteer Code of Conduct and Volunteer Work Health and Safety Induction form
- Screening and Verification Authority Initiation Request form and original identification documents as outlined for 100 Point Check

Please note the above processes are mandatory, and the entire process must be completed before being placed on the College's Volunteer Register. This regulation is designed to ensure our children are protected and safe at school. Please do not hesitate to contact our administration staff if you have any further queries.

## **VOLUNTEER CODE OF CONDUCT**

This code of conduct will assist volunteers at St Francis of Assisi College to understand 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 values of St Francis of Assisi College, Faith, Compassion, Integrity, Acceptance and Care
- Respect the confidentiality of the students, staff, volunteers, and guests of St Francis of Assisi College
- Treat others with respect. Disrespectful or inappropriate behaviour towards students, staff, volunteers, or guests of the College will not be tolerated
- Respect the human rights of others and operate within the organisation anti-racist and anti-discriminatory policies and procedures. Verbal or physical harassment of any kind, toward staff members, students, volunteers, or any other person will not be tolerated
- Not volunteer while under the influence of drugs or alcohol. Possession or consumption of alcoholic beverages or illegal drugs is not allowed on College premises
- Perform your tasks with regard to the health and safety of yourself and others
- Do not bring dangerous or unauthorised materials such as explosives, firearms, weapons, or other similar items into St Francis of Assisi College
- Comply with all policies and procedures and wear Personal Protective Equipment as required.

### **Volunteer roles & responsibilities may include:**

- Assist with the planning, set up and pack up of events and activities
- Support students with extra-curricular and creative programs
- Help with preparation of food and canteen duties
- Coaching/managing sports teams
- Helping at working bees and parent coffee mornings
- Always ensure supervision and safety of children
- Report any incidents and provide feedback to staff.

## **VOLUNTEER WORK HEALTH & SAFETY INDUCTION**

At St Francis of Assisi, we are committed to the health and safety of our College community. We place great value on the work completed by volunteers and aim to ensure volunteers work in a safe and happy environment.

St Francis of Assisi 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 the right to:

- work in a healthy and safe environment
- be provided with a job description / training that adequately describes your roles and responsibilities
- be provided with a WHS induction prior to commencement as a volunteer
- be provided with sufficient information, instruction, and training for you to perform your tasks safely
- be provided with adequate supervision.

As a volunteer you 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 and maintain a Catholic Screening and Verification clearance

There are several important points relating to safety within the College that you should be familiar with, these are:

### **Sign In / Out**

As with any visitor to the College, volunteers are required to sign in/out at the front office (Sine Pro). Alternatively, you have an option to use Sine Pro mobile app to automatically check in, when within a 150m radius, and out, once you leave this range. In case of an emergency, we will have the ability to see who is on/off site. Download the Sine App for free: <https://www.sine.co/get>

### **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 Handling 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. Manual handling aids, such as trolleys, will be provided as necessary. You are expected to apply correct manual handling techniques while undertaking tasks.

### **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 the task is 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 your supervisor as soon as practicable. First Aid Kits can be found in the front office/sick room and specific areas of the school. An Automated External Defibrillator is located in the front office/sick room.

### **Hazard / Incident / Injury Reporting**

Whilst volunteering at St Francis of Assisi College, you are required to report all hazards, incidents or near misses to your supervisor.

### **Emergency Management**

In the event of an emergency contact the front office. Prior to the commencement 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. The Emergency Assembly Area is on the oval adjacent to the Specialist Building

### **Hazardous Chemicals**

You must only use chemicals supplied by the site which have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets (SDS) prior to use. A 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 SDSs are 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 College.

### **Parking**

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

### **Fitness for Work**

No person shall be permitted to volunteer at St Francis of Assisi 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.

### **Smoking**

Smoking is prohibited on St Francis of Assisi College grounds. This includes the use of electronic cigarettes/vapes.

### **Harassment**

Please refer to the Code of Conduct. Should you feel harassed, at any time while you are volunteering, 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 a wide brimmed hat, 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. Appropriate car registration, third party insurance and current driver's licence are 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?

Yes (please state): \_\_\_\_\_

Names of children attending St Francis of Assisi College and class (e.g. 7A)

\_\_\_\_\_

\_\_\_\_\_

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.

I verify I have read and understood the Volunteer Code of Conduct and WH&S Induction.

All information that relates to the privacy of individuals will be held securely at the College and only accessed by the Executive Administrator and Principal.

Signed: \_\_\_\_\_

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