

St Therese's School



Volunteer Induction Booklet 2023

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Inspired by Christ, We journey together, Embracing faith, life and learning

Dear Parents and Carers

At St Therese's we welcome and value parent volunteers and sincerely thank you for giving of your time to support our school community. When children feel connected to and supported by an extended network of caring people who have the time to listen and provide guidance, they thrive.

It is widely known that *everyone* benefits from the volunteering partnership. Students benefit from the support of volunteers who bring expertise, knowledge, life skills and diversity to a range of learning activities in schools. Parent volunteers offer a wonderful resource and support base for the whole school community. It is also a great way to show your own children that you take an interest in their education and sends a positive message that you value schooling.

Our aim is to provide a safe environment in which children are able to learn and achieve the best outcomes possible. As a volunteer, you play a significant role in the work of the school, form part of the St Therese's community and assist in providing the optimal learning environment for the students.

This document outlines your responsibilities as a volunteer in the areas of Student Protection, Work Health and Safety and expectations of dress and behaviour as a member of the St Therese's School community. It is important that you read this document, in conjunction with the Parents & Volunteers Code of Conduct, to ensure that you understand your role and responsibilities in the protection of our students.

If you would like to volunteer at St Therese's in any role, a Volunteer Induction Booklet (available at the school Front Office) must be completed before you commence any volunteer work. We ask that all volunteers sign in at the Front Office prior to commencing support.

We are very fortunate at St Therese's to have many parent volunteers and I would like to take this opportunity to acknowledge the wonderful work our volunteers do within the school and thank you for your ongoing support of St Therese's School.

Kind regards

Gwen Hobbs
Acting Assistant Principal Administration

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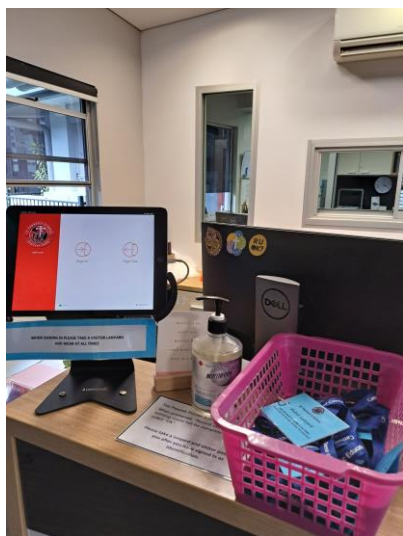
SIGN IN PROCEDURE

All visitors entering the school grounds must sign in (exception parents for drop off and pick up ONLY)



Office reception in Administration Building

When volunteering always enter and exit through the school office and sign in and sign out at reception.



Sign in and Sign out using the iPad

Please sign in as a visitor using the iPad located on the reception desk.



Wear Blue Lanyard at all times

Once signed in please wear the blue lanyard at all times. Blue lanyards are to be found in a container next to the sign in iPad.

TOILETS and FIRST AID LOCATION



Toilets

- Volunteers must only use the adult toilets on site.
- The use of student toilets is strictly prohibited.
- Volunteers can use the staff toilets located in the staffroom or the Administration building.
- If you are unsure of where the adult toilets are located, please ask one of our friendly staff.

Staffroom

Staff toilets are located in the staff room



Administration

Please come to reception and one of our staff will show you where the staff toilets are located in the Administration building.



First Aid

Sick bay is located in the Administration building between the staff room and the main reception.



CONFIDENTIALITY

In order to allow our community to have confidence in our ability to work with integrity and a sense of justice, St Therese's has the highest expectations of staff and volunteers when it comes to confidentiality. While volunteering at St Therese's, an individual may hear conversations or witness actions regarding students, parents or employees. St Therese's School expects that any concerns or queries with respect to these situations should initially be taken to the supervising teacher and then, if unresolved, to the appropriate Line Manager. These issues should not be relayed to other parents. It also needs to be understood that staff are often unable to disclose information to volunteers due to the confidentiality expectations of them as employees or because of the sensitive nature of the information.

If a volunteer recognises an issue with a child during their time assisting in a class, they should follow general school procedures (i.e. arrange a time to speak with the teacher and if unresolved, then arrange a time to meet the Line Manager).

Under no circumstances should a parent or volunteer approach another student in order to resolve or investigate an issue regarding their own child.

All volunteers are required to sign in at the Front Office before commencing work with assigned classes. A Volunteer Register is kept at the Front Office listing all volunteers who are authorised to work at St Therese's.

If you have any queries regarding these expectations, please speak with the teacher for whom you are volunteering or speak to the Assistant Principal, Administration.

LOCKDOWN PROCEDURE

In the event of an unforeseen event that threatens the safety of staff and students, it is important for all employees, volunteers and students to be aware of procedures to prevent injury.

This procedure is applicable to all students, staff, volunteers and visitors on the school grounds and aims to take into account the following possible situations:

- Dangerous persons
- Toxic spill
- Extreme weather conditions
- Suspicious person or article
- Airborne particles
- Livestock or dangerous animals
- Bomb threat

Please familiarise yourself with the following Lockdown procedure:

LOCKDOWN PROCEDURE

1

Upon hearing the 'Star Wars' theme tune, teachers and students find an area in the classroom to hide.

Teachers check immediate area outside the classroom before locking all doors and windows and switch off all lights.

2

Staff or students outside a classroom at the time of a **Lockdown** are to make their way to the nearest room immediately.

3

DO NOT leave the room to look for students.

All students, visitors and staff are to be hidden from view.

4

Staff, visitors and students must stay in their places until the **all-clear** is given over the PA system.

5

Once given the all clear, all students to return to their usual classroom, in all circumstances (ie break time).

Teachers to complete a paper roll and send to the office.

FIRE EVACUATION PROCEDURE

(a) **Sounding the alarm** - Any person discovering an outbreak of fire should, without hesitation, report to the Front Office or sound the fire alarm located at front office.

(b) **Calling the Fire Service** - All outbreaks of fire, or any suspected fire, should be reported immediately to the Fire Service, by the quickest means available. It will be the duty of the senior staff member present to ensure that the Fire Service is called. It is important that there is no delay in transmitting the call. Instructions for calling the fire service are to be posted adjacent to the telephone/switchboard. i.e.

IN CASE OF FIRE CALL THE FIRE SERVICE ON 000

ASK THE OPERATOR FOR "FIRE SERVICE"

When the Fire Service answers, give details clearly:

"FIRE at St Therese's School, 135 Robert Rd, Bentley Park."

(c) **Evacuation** - On hearing the alarm, students in the classroom should stand by their desks and, when instructed, leave the room in single file. Classes should then proceed quietly and at a steady pace to the place of assembly on the lower oval. The classroom teacher is to follow at the rear with the class roll, closing the door of the classroom on the way out.

Fire and Evacuation Guidelines

The Senior Teacher (Principal / Fire Warden), on hearing the alarm, should go at once to the place of assembly on the lower oval and remain there to receive reports from all areas.

- Special arrangements should be made to deal with disabled people, and especially children of a very nervous disposition.
- Classes must descend staircases in a single file, using one side of the staircase only.
- With the exception of a search for missing persons, no one will be allowed to re-enter a building until permission is given by a Fire Service Officer, or in the case of a practice drill, by the Principal / Fire Warden.

(d) **Assembly** - At the place of assembly on the lower oval, each individual class and body of people should take up their pre-determined position and stand in a compact group.

(e) **Roll Call** - Immediately the classes have mustered at the place of assembly, a roll call or head count should be taken and each teacher should report immediately to the Block Warden, providing confirmation of all students accounted for and any visitors to that class. The Block Warden will then report immediately to the Principal / Fire Warden.

If anyone is missing an immediate search by staff will be made by a designated person, as long as it is safe to do so.

On arrival, the Fire Service Officer should be informed whether or not all persons have been safely evacuated.

(f) **Fighting the Fire** - Circumstances will dictate if firefighting should be attempted. **FIRE FIGHTING MUST ALWAYS BE SECONDARY TO LIFE SAFETY.** While small fires can be dealt with quickly, the safe evacuation of all people is of primary concern.

FIRE EVACUATION PROCEDURE

MISCELLANEOUS POINTS

(a) **New Intakes** - As soon as practicable after the commencement of a school term, all new entrants, staff and pupils, should be conducted over all primary and secondary escape routes, shown the alarm points and be instructed in the fire routine procedure.

As soon as possible after the beginning of the term a practice fire drill should be held.

(b) **Practice Fire Drills** - Practice Fire Drills should be held at least once per term.

A record of all practice fire drills is to be maintained.

(c) **Notices** - Each fire alarm point should be indicated by a notice worded "FIRE ALARM" followed by appropriate operating instructions.

Fire and Evacuation Guidelines – Schools and Educational Institutions September 2002

An example of a notice to be displayed in staff areas for the use of staff members is shown below.

In case of FIRE leave through the nearest EXIT and assemble at the lower oval.

IF YOU DISCOVER A FIRE:

- Operate the nearest fire alarm immediately.
- The safety of children must be given absolute priority.
- Attack the fire using available firefighting equipment if safe to do so.
-

ON HEARING THE FIRE ALARM:

- The senior staff member must ensure the Fire Service has been called.
- Supervise the evacuation of the building as directed by the senior staff member.
- A roll call of all occupants is to be conducted at the assembly point as soon as possible after the evacuation.

REMAIN CALM

KEEP QUIET

DO NOT RUSH

DRESS STANDARDS



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Dress standards

Your choice of clothing should reflect what is expected in a school environment:

- Clothes should be modest and practical. Please do not wear low cut tops (front and back) or tops with bare midriffs, or low slung pants, or high cut shorts.
- Check that your clothing does not carry inappropriate logos, language, or messages.
- Dress appropriately for your volunteer activity. For example if you are helping with an outdoor activity wear a full brim hat, a long sleeved shirt and enclosed shoes.



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STUDENT PROTECTION CONTACTS

FEELING UNSAFE?

**EVERY CHILD HAS THE RIGHT TO BE AND FEEL SAFE
AT HOME, AT SCHOOL AND IN THE COMMUNITY**

STUDENT PROTECTION CONTACTS

REMEMBER nothing is so awful that you can't talk about it with someone

Some of the people at school you can talk to are:



Ms Kathy Fleming



Ms Gwen Hobbs



Ms Donna Barlow

**REMEMBER: Every student has
the right to feel safe all the time!**

If you don't get the help you need at first DON'T GIVE UP
Keep reporting your concerns until something is done and you feel safe again.

STUDENT PROTECTION MODULE



This module has been designed to provide you with an overview of child protection and appropriate conduct as a volunteer in a Catholic School

We value your contribution and commitment as a volunteer in our Diocese.

This training should take approximately 20 minutes to complete. Please ensure you have access to your Volunteer Child Protection Handbook to use as an additional guide.

You may stop this video at any time to consult your workbook and take notes.



communities
faith
partnership
catholic
education
volunteer
hope
future
order
protection
teachers
help
support
safe



Being a part of the Catholic Church we are committed to upholding the values of the Catholic Church and providing safe and supportive education environments for all children.



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What is harm & abuse

Child abuse is an action towards a child that results in harm to the child
Students can experience harm from a number of sources:

A person associated
with the school, staff
member, visitor,
volunteer or another
student

A family member or
relative of the student,
including parent,
sibling, grandparent or
other relative

Another person in the
community, such as
neighbour, family
friend or stranger

Student may harm
themselves



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Our Responsibilities



As adults we are all responsible for protecting children.

It is important that you are aware of your responsibilities if you observe, or have been told something that needs to be shared with a staff member.



**Sexual Abuse and
Likely Sexual Abuse**

Physical Abuse

Emotional Abuse

Neglect

1

**Sexual Abuse
and Likely
Sexual Abuse**

SEXUAL ABUSE occurs when another person engages in sexual behavior with a student and:

- (a) The other person bribes, coerces, threatens or is violent towards the student;
- (b) The student has less power than the other person;
- (c) There is significant disparity between the student and the other person in intellectual capacity and/or maturity

LIKELY SEXUAL ABUSE occurs when a student has not been sexually abused but unless someone intervenes it is more probable than not that they will be sexually abused

Sexual Abuse can involve:

- touching, kissing, fondling a student in a sexual manner
- Exposing a child to pornography or taking sexual images of a child
- Making sexually suggestive comments or gestures towards a student

2

Physical Abuse

Physical abuse refers to any non-accidental use of physical force against a child by another person that results in significant harm to the child

Examples include but are not limited to; hitting a child, punching, biting, poisoning

The definition of physically abusive behaviour extends to the fabrication, exaggeration and inducing of illness symptoms in a child

3

Emotional Abuse

Emotional or psychological abuse is the persistent emotional ill treatment of a child which causes severe and persistent adverse effects on the child's emotional development.

Examples of emotional abuse include but are not limited to:

- Constant criticism, humiliation, withholding praise or affection
- Exposure of the child to family violence

4

Neglect

Neglect is the persistent failure to meet the child's basic physical and emotional necessities of life such that the child's emotional and physical development are affected.

Basic needs include housing, food, adequate clothing, personal hygiene and hygienic living conditions.

Inadequate supervision or placing the child in dangerous environments are all forms of neglect.

Students experiencing neglect may frequently be late or absent from school, be missing lunches, and present as tired and unable to participate in school routine.

Student Disclosures



1. Don't panic

2. Listen

3. Reassure the child

4. Respect the child

5. Inform

6. Seek support



Physical Boundary Violations

- Pushing, grabbing a student
- Using physical force to ensure a child cooperates
- Using an object (ruler, book, whiteboard marker) to manage a student



Emotional Boundary Violations

- Making inappropriate comments about a student and/or their family
- Shaming, embarrassing a student
- Using sarcasm or unprofessional criticism



Behavioural Boundary Violations

- Having inappropriate interactions with students
- Inappropriate use of social media
- Disclosing inappropriate personal information



Select the behaviour/s that are **INAPPROPRIATE** in a school environment



Swearing in front of, but not at a student



Giving a student your personal phone number



Treating students fairly and equally



Calling a student an 'idiot'



Treating students with dignity and respect





Identifying and Responding



Responding to Student Protection Concerns

IDENTIFY student protection concerns through recognising Signs of abuse and harm and through disclosures or receipt of information

- The child tells you something
- You observe behaviour out of character or an injury which is suspicious
- Another person or child tells you that they have concerns for another student





INFORM a school staff member when you have concerns about a student. Normally this would be the classroom teacher, unless your concerns relate to the classroom teachers behaviour. In those situations you should take your concerns ' directly to the school Principal.

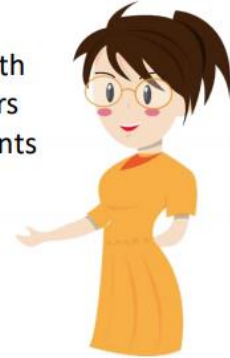


We are going to now look at a couple of scenarios.





You walk past a classroom and see a staff member alone with a year 2 student. The student is sitting on the staff members knee and the staff member has their arm around the students shoulders. Both are laughing.

☐

Wait to see if something like this happens again

☐

Do nothing, there is probably nothing wrong here

☒

Speak with the Principal about your concerns



During a lesson a student discloses that they do not want to go home this afternoon as they are frightened of their step-mother. The student says that the step-mother gets angry when she is drunk, breaks things and threatens to hurt the student and his younger brother.

You should:

☐

Tell the student that is OK their step-father probably does not mean it

☒

Tell the student that you are glad he shared his concerns and that you need to discuss this with another person who can help him – inform the teacher

☐

Ask the student lots of questions about what is happening at home

TUCKSHOP VOLUNTEERING

The St Therese's School Tuckshop provides a service to the students and wider school community. It is a place of employment for the convenor who is responsible for its day to day functioning. The Convenor is accountable to the school's P & F for the Tuckshop's finances as well as its safe functioning. Volunteers play an important role in supporting the success of the Tuckshop in meeting these responsibilities. It is important therefore that those employed or volunteering in the Tuckshop understand and align themselves with the school's mission, procedures and values.

1. The Tuckshop Convenor is initially responsible for the Tuckshop, including but not limited to: the safe practices of the Tuckshop; Tuckshop finances; cooking, ordering, selling, cleaning; accessing volunteers to work in the Tuckshop.
2. Any issues regarding school matters should be considered confidential and therefore be dealt with by the appropriate staff as outlined in other school procedures and policies.
3. All staff and volunteers are to abide by Cairns Catholic Education Services Code of Conduct (as attached to this document).
4. Tuckshop staff and volunteers are to abide by the school's dress code.
5. Any potential hazards or safety concerns are to be reported to the Tuckshop Convenor in the first instance and then on to the WH&S officer.
6. Children are not permitted in the Tuckshop.
7. Volunteers with an issue regarding the Tuckshop should initially address the Convenor.
8. Any issue regarding Tuckshop staff or volunteers' children should be dealt with through the appropriate channels i.e. class teacher, or Line Manager. Under no circumstances should a Tuckshop staff member or volunteer approach other students in order to resolve a conflict.
9. Any person that is unwell should not enter the Tuckshop for WH&S reasons.

Code of Conduct

for Parents, Volunteers and Visitors



This Code of Conduct applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns.

It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside of school hours.

As parents, volunteers and visitors there is an expectation of support for the vision and mission of Catholic Education in the Diocese of Cairns.



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The following two Principles provide a context for the expectations of the Code of Conduct

1. Be communities sustained by life-giving relationships

We live this by:

- ✓ Being welcoming to all members of the school/parish community
- ✓ Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- ✓ Avoiding damage to school property
- ✓ Respecting the rights, dignity and views of our students, staff and parents
- ✓ Creating and maintaining open, honest and positive relationships with staff, parents and students
- ✓ Committing to a school community free from unlawful discrimination, bullying and harassment
- ✓ Communicating via all modes in a constructive, timely, honest, respectful, and courteous manner
- ✓ Following and supporting the implementation of the School's Vision and Mission Statements through the implementation of all school and diocesan policies.





2. Build constructive covenants with all partners

We live this by:

- ✓ Conducting ourselves in a manner which enhances the good order of the school, Catholic Education and its staff, and the wider Church
- ✓ Upholding and complying with applicable laws, policies and procedures at a diocesan, state and federal level (including Student Protection and Work Health and Safety)
- ✓ Identifying, reporting and resolving any situations that have potential for conflict in a manner which is consistent with this Code of Conduct and Catholic Education's grievance/complaints processes
- ✓ Ensuring the integrity of confidential, private and sensitive information is maintained at all times
- ✓ Ensuring that our presentation and personal appearance is appropriate for the school community
- ✓ Ensuring that parents and volunteers, in participating in school activities, are free from the influence of alcohol, illicit substances, and medications that might impair responsible behaviour (with the exception of the responsible consumption of alcohol at school social functions)
- ✓ Ensuring that state and federal laws are followed in relation to smoking
- ✓ Ensuring students are punctual, consistently attending school and thoroughly prepared to maximise learning
- ✓ Following the safety procedures of the school
- ✓ Following the directions of staff in all educational and school activities including camps and excursions
- ✓ Disclosing fully and accurately any information required by the school in its enrolment process and committing to further update this information as required.



As a parent...

As a parent we encourage you to be part of the life of your children's school community and enjoy being a partner in their learning journey. We know children's learning outcomes improve through the active and supportive role of their parents and families.

Parents, like all members of school communities, are expected to engage with staff, other parents and students in a polite and respectful way which values the rights of the individual, prevents embarrassment and fear, resolves problems in a prompt and confidential way and treats others as they themselves wish to be treated.

If you have a difficulty or concern we encourage you, in the first instance, to talk it over with your child's teacher, or, if appropriate, with the Principal. If it becomes a difficult issue, for you or the school, we have guidelines and posters that explain our processes for complaints (www.cns.catholic.edu.au/about/conduct-complaints-grievances). These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour.

The Cairns Catholic Education website (www.cns.catholic.edu.au/about) provides additional advice on our policies, guidelines and processes. If you are in dispute with your school you are expected to review, understand and comply with the expectations of those documents and the obligations agreed to in the conditions of enrolment.

Phone: 07 4050 9700

Address: 130 Lake Street, Cairns QLD 4870

Email: office@cns.catholic.edu.au

www.cns.catholic.edu.au

As a volunteer...

Our schools welcome the involvement of parents and other members of the community as volunteers. Your assistance is valued and our students and staff greatly benefit from your involvement.

Schools have induction programs for new volunteers that you will be asked to complete when you commence as a volunteer. The program covers safety procedures, student protection matters, and guidance on appropriate behaviour. School volunteer induction programs are part of our commitment to ensure our schools are safe, caring and respectful communities for students, their families and staff.

Breaches of the Code

Enrolment in a Cairns Diocese Catholic school carries an expectation to support the school, its staff and its policies and processes. In a very small number of cases some families are unable to meet these obligations. We will work with those families to resolve these issues but a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment can result in consequences that could include the restriction of access to a school and cancellation of enrolment.



ST THERESE'S SCHOOL VOLUNTEER DECLARATION & REGISTER

Once completed please return to the Front Office – Thank you.

YOUR NAME	
YOUR CONTACT NUMBER	
YOUR ADDRESS	
YOUR EMERGENCY CONTACT NAME AND PHONE NUMBER	
YOUR VOLUNTEER POSITION (eg classroom, excursion, tuckshop etc)	
YOUR RELATIONSHIP TO STUDENTS (eg parents, grandparents, friend)	
SIGNATURE	
DATE	

I have read and understood the Volunteer Induction Booklet and agree to abide by its policies, procedures and guidelines.

☐ I have read and understand the Code of Conduct for Parents and Volunteers of the Catholic Education Diocese of Cairns.

☐ I have read and understood the information pertaining to Student Protection.

☐ **I have been provided the following:**

- Student Protection Induction for Volunteers
- Volunteer Suitability Declaration

☐ **I have provided the following to the school:**

- Copy of my current Blue Card (volunteers other than parents of enrolled students)
- Signed copy of my Volunteer Suitability Declaration
- Signed copy of School Volunteer Register Sheet

Please turn over.

Catholic Education Services (CES) and School Volunteer Declaration Form



Catholic Education Services
Diocese of Cairns
Learning with Faith and Vision

As a volunteer at (specify):

I,

, of,

(Name)

(Address)

Declare that I am over the age of 18 years and:

- I hold a current positive notice (Blue Card) issued by the Department of Justice and Attorney-General: Blue Card Services.

Blue Card number:

Expiry date:

DD/MM/YYYY

Or

- I am a registered teacher under the *Education (Queensland College of Teachers) Act 2005*, or police officer, and hold a Blue Card Exemption issued by the Department of Justice and Attorney-General: Blue Card Services.

Exemption Card number:

Or

- I am a parent volunteer at a school at which my child/children attend(s). I do not hold a Blue Card or an Exemption Card in respect of child-related activities; but I am not disqualified from applying for a Blue Card or Exemption Card.

Signature:

Date:

DD/MM/YYYY

Notes

- The Working with Children (Risk Management and Screening) Act 2000 ("Act") requires some people working in child-related activities to have a Blue Card to minimise the risk of harm to children and young people and to screen people working with children and young people.
- The Act states that a person is disqualified if he or she:
 - has been convicted of a disqualifying offence (these include (but are not limited to) sexual, violent or pornography-related offences against children, irrespective of when and where the offence occurred); and
 - is the subject of:
 - reporting obligations under the Child Protection (Offender Reporting) Act 2004;
 - an offender prohibition order under the Child Protection (Offender Prohibition Order) Act 2008; or
 - a disqualification order issued by a court prohibiting a person from applying for or holding a Blue Card; or
 - an order under the Dangerous Prisoners (Sexual Offenders) Act 2003.
- It is an offence for a disqualified person to apply for or renew a Blue Card.