



ORIENTATION

VOLUNTEERS



St. Therese's

At St. Therese's, we warmly welcome and deeply appreciate our parent volunteers. Your generous contribution of time plays a vital role in supporting our school community. When children are surrounded by a caring network that listens and guides them, they truly flourish. Thank you for being an essential part of that support.

THANK YOU !



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.

VOLUNTEER TRAINING MODULE

Before you are able to volunteer at our school you are required to:

- complete a short online training module including the quiz on slide 38. When you have completed the quiz please enter your name and our school information and we will receive a notification. The module can be accessed **HERE**.
- complete the volunteer application form which will have been sent to you and return to secretary.bentleypk@cns.catholic.edu.au.
- provide a copy of your Blue Card to the office (if you are not a parent of a current student).

EMERGENCY PROCEDURES

LOCKDOWN

Upon hearing the '*Star Wars*' theme, all staff, students and volunteers are to find an area or classroom to hide. Please ensure doors and windows to the location are locked and lights are switched off.

Remain out of sight as best as you can until the all clear is given or you are given any safe and reasonable other directions.

After the all clear is given please make yourself known to staff so we can ensure that you are safe and accounted for.

FIRE EVACUATION PROCEDURES

If you discover a fire, immediately report it to the nearest staff member or the Front Office, where the fire alarm is located.

Evacuation Procedure:

- Upon hearing the fire alarm, calmly make your way to the emergency assembly point on the lower oval.
- Follow the instructions of staff members at all times.
- Assist students if directed, ensuring they evacuate in an orderly manner.
- Do not attempt to re-enter any building unless instructed by Fire Service personnel or the Fire Warden (Principal).

Reporting:

Report to the Warden to ensure you are accounted for.

AT ALL TIMES PLEASE REMEMBER TO
REMAIN CALM AND DO NOT PANIC!



ANY QUESTIONS?

If you have any questions or need further assistance, please don't hesitate to ask any of our staff members or feel free to pop into the office. We're here to help!

