



## **ST ANDREW'S CATHEDRAL SCHOOL**

### **VOLUNTEER FACT SHEET**

Welcome to St Andrew's Cathedral School. By volunteering you will not only help the school community, but also promote and strengthen your community involvement.

This guide will help you have the best possible experience at St Andrew's. It gives you some information about the role and responsibilities of a volunteer, however no guide can answer all the questions you might have about our volunteer programme. Your supervisor will be able to answer most of your other questions, but please feel free to contact the Director of Staffing Services any time you need any assistance.

Thank you for giving your time and talents to help others. We hope you find volunteering with St Andrew's Cathedral School a positive and rewarding experience.

#### **PURPOSE OF THIS FACT SHEET**

It is expected that all volunteers will comply with any directives issued by the Head of School or delegated person while on the premises of St Andrew's Cathedral School and to follow the guidelines/directions below in order to maintain a safe, supportive school environment for students, employees and the broader school community.

We hope these guidelines will help you feel comfortable volunteering with us.

#### **WORKPLACE HEALTH & SAFETY**

Volunteers have the same workplace health and safety obligations as a worker and must:

- Comply with instructions given for workplace health and safety
- Not wilfully or recklessly interfere or misuse anything provided for workplace health and safety
- Not place anyone else at risk of injury or illness at the workplace
- Not wilfully injure themselves

There is a standard Incident Report form available from the Deputy Head of School's office in the event that volunteers witness an adverse event, when there is no supervisor present.



## **SIGN-IN PROCEDURES**

All volunteers should sign in at Reception on arrival at the school and wear a visitors label that should be visible at all times when on the School premises.

## **CHILD PROTECTION**

- All volunteers must complete the relevant working with children clearance forms prior to volunteering in the school.
- Volunteers should ensure they are not alone with a student in any part of the school.
- Student toilet areas are not to be used at any time by adults. Volunteers should use the staff toilet facilities.

## **INTERACTING WITH CHILDREN**

- Regardless of the volunteering activity you will be engaging in, you are providing a positive role model for children and students. The relationships you develop will ensure that your interactions and conversations are enriching and enjoyable. We expect children and students to treat you with respect at all times. If they behave inappropriately, please seek help from the supervising staff member or senior staff.
- Courtesy and sensitivity are important in all your interactions with students.
- Harm of any kind to any student must be reported immediately to the Head of School.

## **EMERGENCY EVACUATION PROCEDURES**

- For these procedures to work all visitors and volunteers must have signed in (see 'Sign-In Procedures' above).
- Volunteers must read and be familiar with the school's Evacuation/Lockdown Procedures.
- The signal to evacuate is a loud WHOOP WHOOP sound. Following the directions of staff, all visitors, Volunteers and students must proceed immediately to the Assembly Points and report to the office staff there to have their names marked off.
- If the lockdown signal is activated all visitors, volunteers and students must remain inside (or go to the nearest building) and follow any instructions from supervisors/teachers until the all-clear is given. Each building will be contacted to account for all visitors/volunteers on site.

## **FOOD HANDLING ISSUES**

Food safety and personal hygiene are essential for volunteers working in the Canteen and at fundraising events or other school events involving food.

## **INSURANCE CIVIL LIABILITY**

- Insurance cover is provided Wills Insurance under Personal Accident Insurance – Voluntary Workers. However this is subject to the activity of the volunteer being noted and authorised and also that the work being carried out is on behalf of the P&F or the school.
- To be covered, you must sign the sign-in book (see 'Sign-in Procedures' above).



## **CODE OF CONDUCT**

- The St Andrew's Cathedral School Volunteer Code of Conduct must be followed to ensure a harmonious and safe working environment.
- Cultural, Ethnic and religious differences must be respected.
- Personal appearance and presentation should be clean, tidy and appropriate for the work role performed.
- Volunteers should exhibit courtesy and sensitivity to others and honesty in communication

## **COMMUNICATION AND THE GRIEVANCE PROCESS**

- Open and honest communication is essential
- Volunteers should in the first instance discuss issues of concern with the immediate (e.g. Head of Division, Head of Department, Teacher)
- If that is not possible or does not resolve the issue, the Director of Staffing Services should be contacted on (02) 9286 9662 or email [dinman@sacs.nsw.edu.au](mailto:dinman@sacs.nsw.edu.au)
- If the issue is still not resolved, it should be taken up with the Head of School, Dr John Collier.

## **POLICIES**

Volunteers are expected to read and adhere to any school policies relevant to the tasks for which they intend to volunteer. The School's Privacy Policy is available for viewing on the school website <http://www.sacs.nsw.edu.au>

Policies are also available from the School's Director of Staffing Services.  
[dinman@sacs.nsw.edu.au](mailto:dinman@sacs.nsw.edu.au)

## **CONFIDENTIALITY**

- Any personal information (including names, addresses, telephone numbers and life circumstances) about students, staff members and other volunteers that you become aware of during your volunteer work must not be shared unless it is required by law (e.g. in reporting child abuse).
- Please do not make any adverse comments outside the school about teaching and learning methods or behaviour management methods. School-related concerns of this kind should be discussed with the teacher concerned or referred to the Head of School.

## **VOLUNTEER AGREEMENT**

Volunteers must sign and return a copy of the Volunteer Code of Conduct. Please return the signed agreement to your volunteer supervisor.