

Volunteers' Induction



St Michael's School

Name/Signature:

Date:

New Volunteer Application Form

Contact Details

Family name: _____ First Name: _____

Preferred Name: _____ Date of Birth: ____/____/____

Postal Address: _____

Suburb: _____ Post Code: _____

Phone Numbers: (h) _____ (w) _____ (m) _____

E-mail Address: _____

Emergency Contact

In case of emergency, notify: _____

Relationship to you: _____

Phone: (h) _____ (w) _____ (m) _____

Do you need to advise us of any health/medical or other considerations that might impact your work as a school volunteer?

Personal Information

Do you have a Positive Notice (blue card) for Child Related Employment? Yes No

Registration no: _____ Expiry Date: _____

Relationship with school (eg parent, grandparent, past student, neighbour, member of Parish community etc): _____

Are there particular school activities that you would like to assist?

Other community or volunteer involvement (past or current):

Is there anything you personally wish to accomplish as a school volunteer?

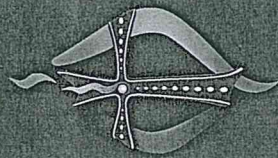
Volunteer Declaration

I acknowledge that this application is made of my own free will, there is no financial payment and it is of benefit to the school. As a volunteer I undertake to comply with all school policies and to conduct myself in a manner consistent with the Catholic Education Code of Conduct for Staff. I understand that the information provided on this form will be used only for school purposes and will not be passed on to any other organisation, unless required to do so by law.

Date:/...../.....

Signature:.....

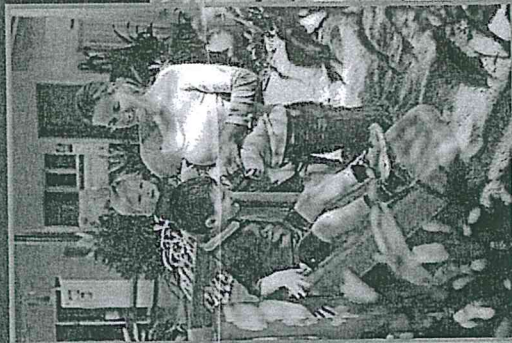
THANK YOU FOR COMPLETING THIS FORM



Catholic Education Diocese of Cairns

Learning with Faith and Vision

Code of Conduct for Parents and Volunteers of Catholic Education, Diocese of Cairns



Related Information / Documentation

- This code is underpinned by and must be read in conjunction with all relevant Australian laws pertaining to education, Catholic Education Services and schools' policies, procedures and guidelines.
- Workplace Health and Safety Policy
- Enrolment Agreement
- School Fee and Remission Policies
- Student Protection Policy
- Code of Conduct for Employees of Catholic Education, Diocese of Cairns
- Grievance Policy
- Defining Features
- A Catholic School for Your Child
- Parents and Friends Code of Conduct
- Harassment and Bullying Policy
- Making a Complaint – Information for Parents and Carers Fact Sheet

Breaches of the Code

Proven breaches of the code may result in action including but not limited to:

- Informal meeting and discussion with school/college Principal/delegate
- Enactment of 'Cancellation of Student Enrolment'
- Enactment of 'Visitor/Intruder Misconduct – Legislated Powers of a Principal'

Vexatious Complaints

A vexatious complaint is a written or verbal report of alleged improper conduct made to an authority intending the report be acted upon. Where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct and the report is made to cause distress, these proven vexatious complaints will be considered a breach of the code.

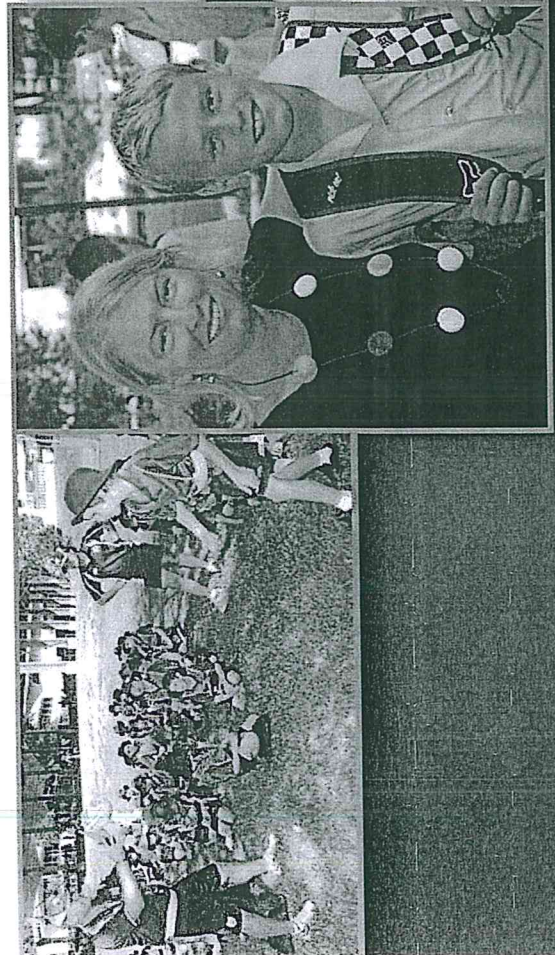
This **Code Of Conduct** applies to all parents, volunteers and visitors who interact within our schools and Catholic Education Services in the Diocese of Cairns. It also applies to all parents, volunteers and visitors who are present at school and school sponsored meetings/functions within and outside 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.

Be communities sustained by life giving relationships

Our schools are genuine communities founded on relationships which are based on shared beliefs and common goals.

We live this by:

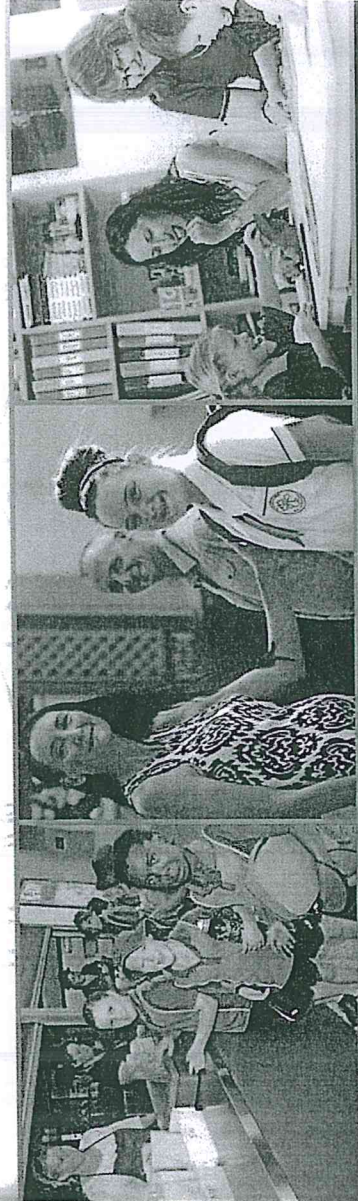
- Being welcoming to all members of the school/parish community
- Helping children to develop positive attitudes to school and respecting the staff, other parents and students
- Avoiding harm to school property
- Respecting the rights, dignity and views of our students, staff and parents
- Creating and maintaining open, honest and positive relationships with staff, parents and students
- Committing to a school community free from unlawful discrimination, victimisation and harassment
- Communicating via all modes in a constructive, timely, honest 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.



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 Workplace 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
- 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 are free from the influence of alcohol, as appropriate to the occasion, or illegal drugs
- Ensuring that state and federal laws are followed in relation to smoking
- Ensuring children are punctual, consistently attending 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.



Emergency Lockdown Procedure

INTRODUCTION

In the event of an unforeseen disaster which threatens the safety of staff and students posed by an outside threat (e.g. dangerous intruder or hostage threat etc) we need to be able to move all people on site into rooms and lock them in. The first person who becomes aware of a dangerous situation and is in a position to do so, notifies the Principal and the Administration. They will contact the Police, Ambulance, Fire Brigade and Parish Priest.

Factors to be aware of in providing information:

- Exact location of offenders
- Number of offenders
- Any notable characteristics of offenders (height, sex, age, colouring & clothing)
- Presence of weapons
- Mood of offenders
- Event which triggered invasion

PROCEDURE A - LUNCH TIME:

If the disaster occurs at lunch or play time, an Alert Alarm will be activated (Yellow button in office). Music will be played through the school's PA system.

Oval: The teacher on duty is to guide the students/visitors calmly but quickly into the nearest building and get onto the floor as near as possible to the windows but out of view from the windows.
Lock the doors and windows.

Staff Room: Staff/visitors are asked to stay in the Staff Room. Lock the doors and windows.

Juniors: Teacher on duty to guide students/staff/visitors into a junior room and have them lie on the floor as near as possible to the windows but out of view from the windows.
Lock the doors and windows.

Library: Lock doors and windows. Staff are to ensure that any students in the library get onto the floor as near as possible to the windows but out of view from the windows.

Office Staff: Ring 000 - police; if possible check toilets and bring any children/staff/visitors from there into the office.
Lock the doors and windows.

When possible the Principal is to use the P/A system to advise all present as to the nature and extent of the danger and what action, if any, should be taken.

PROCEDURE B – CLASS TIME:

If the event occurs during class time, the office staff will activate the Alert Alarm. Music will be played through the PA system.

- All students/visitors are to remain in the class or room they are in.
- Any classes or children outside will go to the closest and safest room for protection.
- Staff to lock the doors and windows.
- Office staff to call 000 - police and check toilets.

TOILETS

Anyone who is in the toilet at the time the lockdown siren sounds, are to remain in the toilet and lock the cubicle door until a staff member comes to assist them.

A P/A announcement will alert all that lockdown has ceased

Debrief children after the full clearance is given and praise them for their sensible cooperation throughout the

FIRE DRILL

The person discovering the fire alerts the office. Evacuation Alarm will sound (Red button in office).

SECRETARY'S DUTIES: Ring Fire Brigade, notify teachers via intercom facilities and notify Parish. Check sick bay room for any children then collect school class lists from the office for any classes unable to access rolls. Secretary and any extra office staff then move to oval for fire drill procedure.

ALL CLASSES: Teachers instruct children to stand quietly, and WALK to the oval for roll call. Lights are turned off and doors shut but NOT LOCKED.

CLASSES IN PLAYGROUND: If a class is in the playground and a fire drill sounds, they should gather up the children and if safe, exit via the gateway near the admin block. If this is unsafe, they should gather the children at the furthest fence line until the risk is over. The aide could make their way to the roll call area to notify principal of group's safety.

ROLL CALL: Children stand quietly in their two lines in front of their classroom teacher. They answer to their name then sit after their name is called. When the full roll call is complete, the class teacher raises their hand for the Principal as an indication that their class is fully accounted for. The Principal marks off his class checklist.

Should a class be out of the room and unable to collect their roll, the secretary can provide a class list for roll call purposes.

SCHOOL OFFICER DUTIES: These are allocated each year, keeping in mind that all school officers are not here every day.

- Electric power in library to be shut off.
- Checking of tuckshop, library, sports shed and toilets.

ALL SCHOOL OFFICERS THEN REPORT TO THE PRINCIPAL ON THE OVAL TO INDICATE THEIR AREA IS CLEAR.

DURING BREAK TIME: Evacuation Alarm will sound. Duty teachers will direct children to walk carefully to the oval for roll call. Lunch boxes and eskies are left behind. Teachers in STAFFROOM will move out quickly to assist duty teachers in guiding children out to the oval.

Once on the oval, the secretary will distribute class lists for roll call to begin. Children will gather in front of their classroom teachers.

The Principal co-ordinates the procedure checking all classes as usual. The FIRE DRILL LOG BOOK SHOULD BE SIGNED to confirm the drill has been carried out and the time taken noted.

FIRE DRILLS SHOULD BE PRACTISED ONCE PER SEMESTER.

- Please refer to Emergency Evacuation Plan in each classroom for evacuation route

STUDENT PROTECTION

Creating safe and friendly environments for children and young people is an important focus of St Michael's School overall risk management plan. We currently have a number of processes in place to try to reduce their exposure to risk. We aim to minimize risks we are aware of and establish procedures to reduce other risks which may arise, particularly in the areas of staff recruitment and selection, variations to school routines through excursions, activities and special events, in promotions and advertising each school and in the use of technology.

- There is a commitment to a child safe culture.
- There is a capacity of the people in those communities – staff, volunteers, parents and students to prevent harm
- There are consistent procedures for selecting and managing staff and guiding activities

SCHOOL VOLUNTEERS' CODE OF CONDUCT

Volunteers have a significant role in the work of the school. Volunteers have an integral part to play in providing a safe and enjoyable environment for young people.

- Volunteers are expected to follow the principles of:
 - Safety
 - Respect
 - Support
 - Ethical Communication
 - Ethical Conduct
- Volunteers should think and act safety:
 - Put safety first in all activities.
 - Follow the safety procedures outlined in the school's operational guidelines, to the best of your ability, as outlined in the volunteer induction process.
 - If a direct threat is identified, assist in the evacuation of the area and/or situation as quickly as possible.
 - Work only according to your level of competency. Contact and report to school administration when confronted with a situation which you are unable to contend with or is beyond your role and responsibility.
- Volunteers should treat students and staff with respect:
 - Respect the rights of individuals and maintain an appropriate level of confidentiality.
 - Treat everyone with courtesy, sensitivity, tact, consideration and humility.
 - Assist in the creation of an environment free of fear, harassment, racism and exploitation.
 - Respect the cultures, beliefs, opinions and decisions of others although you may not always agree.
 - Take instruction from and not obstruct the responsible staff member in any way in regards to the execution of their duties.
 - Report any illegal activity to the school's administration or school protection contact.
- Volunteers should use communication skills when engaging with students:
 - Acknowledge the needs and concerns of the individual.
 - Practice effective listening (e.g. ask open questions; be alert to non-verbal communication; stay calm and relaxed).
 - Be aware of the young person's physical space.
 - Be aware of your own body language.
 - Be judicious in making physical contact with young people.
 - Stay calm and relaxed.
 - Be clear and consistent
 - Use non-discriminatory respectful and non-judgemental language.
 - Seek advice whenever appropriate.
 - As a volunteer, you must follow all instructions from the staff and school administration. You should NOT engage directly with media representatives, but refer all enquiries to school administration.
- Volunteers must not:
 - Smoke or use tobacco products while on duty (all Catholic schools and colleges are smoke free).
 - Use, possess, or be under the influence of alcohol at any time while volunteering.
 - Use, possess or be under the influence of illegal drugs at any time.
 - Verbally harass or abuse any person or use profanity while volunteering.
 - Utilise your position as a volunteer to take advantage of any young person.

SIGN IN POLICY

AIM OF POLICY:

- To ensure the safety of the children on the premises during normal school hours.
- To ensure that all non-staff present within the school are accounted for, i.e. role and location known.

IMPLEMENTATION OF POLICY

All non-staff wishing entry into a school building must report to the administration area first.

Any visitors, (Including parents working within classrooms or on site for an extended period of time.) Must sign in the allocated folder, clearly stating date, time in, time out, name, signature, outline of visit and staff contacted during visit.

They will then receive an identification badge from the Administration Staff which is to be worn visibly at all times while inside a school building.

Upon departure they must return badge to administration office and *sign out* in the folder stating time of leaving.

ADMINISTRATIVE MATTERS

The school community must be made aware of badges and their implication.

Children must be aware of the badges and report any adult inside the school not wearing a badge to the closest available teacher.

If an adult is not wearing a badge, contact should be made by a teacher, the policy explained and the person directed to the administration area.

For this policy to be successful children and staff must be made aware of the badges and the policy must be enforced.

Process for parents with concerns

St Michael's School wants what is best for your child, and wants to sort out any issues or concerns quickly. You can usually do this by speaking to your child's class teacher. However, some issues are not sorted out easily and we have developed this process to assist us better communicate with you. It is important that all parties maintain a sense of goodwill and the school respects that parents need to be listened to and supported.

Depending on the concern that a parent may have, the following process should be used as a guide.

Classroom Concern

1. Classroom teacher
2. Principal
3. School Development Officer

Learning Support Concerns

1. Classroom teacher
2. Learning Support Teacher
3. Principal

RE/Faith Concern

1. Classroom teacher
2. APRE
3. Principal
4. Parish Priest
5. School Development Officer
6. Diocesan Faith and Religious Education Coordinator

School Issues and Concerns

1. Individual (who is at the centre of the concern)
 2. Principal
 3. School Development Officer
- * School issues cover a wide range of issues which do not directly affect the classroom

Curriculum Concern

1. Classroom teacher
2. Curriculum Coordinator
3. Principal
4. School Development Officer

Tuckshop Concerns

1. Tuckshop Convenor
2. Principal

Where there is concern from parents at St Michael's in relation to their child, we use a series of steps to ensure that all involved achieve a satisfactory understanding or resolution.

1. If possible see the person who can most directly address your concerns first and describe and clarify the problem. (Generally make an appointment outside of school hours).
2. Follow the steps above which clarify who can help you in a variety of situations.
3. It is important that if parents have concerns with another child in the school that they do not directly approach the child. Please ensure concerns are addressed through the classroom teacher or principal.

This series of steps can successfully facilitate full discussion of all sides of an issue and quickly lead to satisfactory outcomes for all involved.

We are committed to positive, open and caring relationships which are important to our school community. When anyone in this community has a cause for concern, we are committed to dealing positively with concerns quickly, fairly and as harmoniously as possible.