



ST MARK'S COLLEGE



Volunteer Information

Volunteers are an important and valued part of student life at St Mark's College.

Volunteer Rights and Responsibilities

As a volunteer you also have responsibilities to:

- work safely;
- not affect the safety of others;
- to observe all established Policies and Procedures;
- report any safety concerns;
- Provide a current RRHAN-EC certificate for existing volunteers

Complete RRHAN-EC training at www.plink.sa.edu.au/pages/signup.jsf

If you are a new or existing volunteer, without an expiry date of 31 December 2024 on your certificate, you will need to undertake the two-hour online course, Fundamentals, to meet the requirements for conditional certification for the next three-year training cycle. This recognises the important role volunteers play in keeping children safe and ensures training is updated every three years.

- Completed a Working With Children Check
- Sign in and Sign out of St Mark's College each day using SINE Pro



Code of Conduct for Volunteers in Catholic Schools

(adapted from the SA Commission for Catholic Schools (SACCS) Code of Conduct for Staff employed in Catholic Education SA May 2020)

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers in Catholic Education SA. This will assist all volunteers in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic schools, by their personal example, virtues, loving relationships, respect and acts love and justice, witness to the presence and activity of God with us.

Volunteers are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support the Principal and staff in the development of a Christ-centred learning community and act consistently within the Catholic ethos and mission of the Catholic school;
2. Acknowledge and affirm success in individual and school achievement;
3. Support the school's policies. The Principal has the responsibility to implement these policies;
4. Treat all members of the school community with honesty, integrity, respect and courtesy;
5. Follow all relevant policies, guidelines and instructions with regard to the safety and wellbeing of children and young people;
6. Maintain appropriate professional boundaries around their behaviour towards children and young people;
7. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment;
8. Respect and comply with all Federal, State and local laws;
9. Declare situations that may give rise to, or the perception of a conflict of interest;
10. Respect the privacy of others and others' personal and sensitive information;
11. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others; and
12. Present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

Protective Practices



Listed below are the Protective Practices Guidelines for volunteering in education and care settings in their interactions with children and young people.

Information for School Volunteer

Duty of Care

Volunteers play an important role in the education of our children in partnership with the staff of our schools.

In their relationship with children and young people, all staff (including volunteers) are:-

required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that their own behaviour is guided by this duty of care.

https://www.cesa.catholic.edu.au/files/d/75017/Protective_practices_information_for_parents_and_caregivers_-_2017.pdf

Duty of Care

Volunteers play an important role in the education of our children in partnership with the staff of our schools. In their relationships with children and young people, staff must ensure that the physical and emotional wellbeing of children and young people is safeguarded, and that their own behaviour is guided by this duty of care both within and beyond the education and care setting.

Professional and Role Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

The Protective Practices Guidelines will assist volunteers to maintain professional boundaries. The Guidelines give examples of boundary violations in:

- Communication
- Personal disclosure
- Physical contact
- Place
- Targeting individual children and young people
- Role
- Possessions

Information is included in the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.

Guidance for Staff in Managing Professional Boundaries

Volunteers will find helpful guidance in the Guidelines on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations
- Conducting home visits

Appropriate Physical Contact and Non-Physical Intervention in Managing Behaviour

The Guidelines address appropriate physical contact in a range of situations, including

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The Guidelines address safe practices when it is legitimate to use physical restraint: that is where a child's or young person's or adult's safety is threatened.

Working with Children and Young People with Additional and Complex Needs

Education and care staff support children and young people with additional needs and complex needs through various forms of individual plans. The common features of these plans are that they involve all people who deal with the child or young person on a regular basis, including other service providers, and they document the agreed strategies that are to be used in supporting the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

The school or site where you volunteer will have policies and/or procedures which may be relevant to your induction to ensure the safety and protection of children, young people, volunteers and staff, and that the volunteer experience is enjoyable, respectful and satisfying.

These will include:

- Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training for volunteers
- Work, Health and Safety
- Behaviour Education
- Prevention and management of bullying
- Excursions and camps

Links

- [Protective practices for staff in their interactions with children and young people Guidelines for staff working or volunteering](#)

In particular, refer to page 11- 15 for information on maintaining professional boundaries with children/young people and examples of boundary violations.

- [Practical Practices Online Training \(Optional\)](#)
- [Responding to Risks of Harm, Abuse and Neglect – Education and Care \(RRHAN-EC\)](#)

Contact

Please contact System Safeguarding and Development Team at People, Leadership and Culture on 8301 6600.

RRHAN-EC training for volunteers

Ongoing volunteers must do mandatory notification training. The training is called Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC). You must keep your RRHAN-EC certificate current by updating your training every 3 years.

All volunteers in education do the same [fundamentals course](#).

Site leaders can help you with things like:

- setting up a Plink account
- accessing a computer
- troubleshoot any problems you have with the course.

Talk to your school about other delivery options if the online course is not the best option for you. Your site leader can contact us to find out more.

What you need before you start

- A current individual email address.
- A computer or device with an internet connection and a recent web browser, like Google Chrome or Firefox.

Register for a plink volunteer account

- Go to the website: www.plink.sa.edu.au/pages/signup.jsf
- Fill in your details:
 - in the field “Select Account type” select Volunteer
 - enter your email address (this will be your plink username), choose a password.
- Select “I accept the Terms of use” and then Select “Create Account”.

Start the training

- Login to Plink and select the course Responding to Risk of Harm, Abuse and Neglect - Education and Care
- Select “Register” please allow 2 hours to complete

Certificate

Once you complete the training you will be issued with a certificate. The site leader will need a copy of this certificate. You can use the certificate at any education site in South Australia.

Technical support and other RRHAN-EC queries

Technical support for the course

Department for Education schools

Catholic Education SA schools

Association of Independent Schools of SA

Contact your organisation’s ICT helpdesk

Email: education.rrhanec@sa.gov.au

Email: RRHANEC@cesa.catholic.edu.au

Email: office@ais.sa.edu.au





SINE PRO FLOWCHART



VOLUNTEERS/ALLIED HEALTH/TUTORS

(All answers must be yes to attend site)

Have you been inducted to site?

Do you have a current Working With Children Check? (WWCC)

Have you completed the Responding to Risks of harm, Abuse and Neglect – Education and Care (RRHAN-EC)?



CONTRACTORS SERVICE PROVIDERS

(All answers must be yes to attend site)

Have you been inducted to site?

Do you have a current Working With Children Check?



VISITORS

(Must be accompanied by a staff member at all times, while on site)

All visitors to St Mark's College will be asked a series of COVID-19 questions before being allowed access to the Site.



Visitor & Contractor Registration

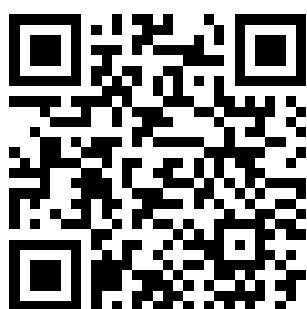


St Mark's College

1 Download Sine Pro and register once.



2 Scan the code below with the Sine Pro App to check in.



i Before you leave

Remember to check out via the Sine Pro App.

Privacy Information and Confidentiality

By you as a volunteer

In the course of your work as a volunteer, you may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with your Supervisor or the Principal.

About your privacy

This section provides information about the privacy of Volunteers.

Privacy information

1. In applying to provide services to the School, you will be providing St Mark's College with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the period of your volunteer work in the School.
4. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
7. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
8. The School may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties

VOLUNTEER SAFETY HANDBOOK



**ST MARK'S
COLLEGE**

INTRODUCTION

Welcome to the Catholic Church Endowment Society (CCES), we are committed to the health and safety of our community and we recognise the importance and safety of volunteers who undertake valuable work.

This handbook is designed to provide Volunteers with information on health, safety, emergency management, appropriate conduct and their responsibilities whilst working at a CCES site.

Volunteers will be required to undertake an induction to the relevant site and in certain circumstances specific inductions to certain areas.

CCES will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy.

Volunteer Rights and Responsibilities

As a volunteer you have a number of rights you should be aware of:

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

As a volunteer you also have responsibilities to:

- work safely;
- not affect the safety of others;
- to observe all established Policies and Procedures;
- report any safety concerns;
- Provide a current RRHAN-EC certificate for existing volunteers
- Complete RRHAN-EC training at www.plink.sa.edu.au . Volunteers If you are a new or existing volunteer, without an expiry date of 31 December 2024 on your certificate, you will need to undertake the two-hour online course, Fundamentals, to meet the requirements for conditional certification for the next three-year training cycle. This recognises the important role volunteers play in keeping children safe and ensures training is updated every three years.
- Completed a Working With Children Check (WWCC)
- Sign in and sign out of St Mark's College each day using SINE Pro (see SINE Pro Flowchart)

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 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. As a volunteer you will be provide manual handling aids, such as trolleys, as necessary. Correct manual handling techniques are expected to be seen while undertaking the works.

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

Personal electrical items are not to be used on site. No piggybacks or double adaptors to be used on site.

FIRST AID

All injuries must be reported to the Supervisor as soon as practicable.

First Aid Kits can be found at the College Administration, Benedict Administration and Bosco Administration. Automated Defibrillators can be found at Benedict Staff Room, Bosco Administration, Bosco Sports Centre, Ag Centre and Salesian House.

HAZARD / INCIDENT / INJURY REPORTING

Whilst working at St Mark's College, you are required to report all hazards or incidents to the WHS Coordinator.

EMERGENCY MANAGEMENT

In the event of an emergency (ambulance, police, or fire service) **dial 000**. Prior to the commencement of work, you should familiarise yourself with the sites Emergency Evacuation Plans. If unsure contact the WHS Coordinator. Emergency Evacuation Plans are displayed throughout each building.

EMERGENCY EVACUATION AND LOCK-IN PROCEDURES

A long continuous alarm is an EVACUATION, a short continuous alarm is a LOCK-IN. Procedures can be found in each building at the College.

In either case switch off lights and down tools

For an evacuation:

- Go to the nearest Campus Oval – Benedict or Bosco
- Get your name signed off from SINE Pro by the warden
- Wait for the alarm to stop and follow the warden's instructions

For a lock-in:

- Go or stay in the nearest building
- Lock all doors
- Pull down all blinds
- Turn off all lights
- Call the Benedict or Bosco Administration



VOLUNTEER SAFETY HANDBOOK



HAZARDOUS CHEMICALS

You must only use chemicals supplied by St Mark's College. The chemicals used by this site have been assessed for risk prior to use. Make yourself aware of the location of the Safety Data Sheets (SDS) prior to use. A Safety Data Sheet (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 SDS's shall be 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 the WHS Coordinator.

AMENITIES

Volunteers are not to use student toilets. Staff toilets are available at Benedict and Bosco Campuses adjacent to each staff room.

PARKING

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

If at Benedict, please park in the student/visitor carpark. If at Bosco, please park along the Golf Course side of the Terrace at the front of the College avoiding the entrance driveways to provide room for large vehicles turning. You may also use the staff car park south of the Campus.

FITNESS FOR WORK

No person shall be permitted to work at St Mark's 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 Mark's College grounds. This includes the use of electronic cigarettes.

HARASSMENT

Refer to the Code of Conduct. If you feel harassed, please report the incident to the WHS Coordinator.

PERSONAL PROTECTIVE EQUIPMENT (PPE) and SUN PROTECTION

When working outside in the sun, it is recommended that you wear wide brimmed hats 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. A current driver's licence is required and must be sighted by your supervisor.

Thank you for your continued support of St Mark's College. It is greatly valued and appreciated.

Jo Ferguson

WHS Coordinator



RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY MATRIX - Workers

025G
(January 2021)

Position	Workers
Purpose	This document explains your health & safety responsibilities, authority and accountabilities in your role.
Definitions	Responsibility Specific requirements assigned to workers for the fulfilment of a task (what is expected of you in your role).
	Authority The delegation of official power to carry out tasks with and through others to fulfil assigned responsibilities (defines what decisions and actions you can take).
	Accountability The active measurement of a person’s fulfilment or otherwise of an assigned responsibility (how you will be measured against your responsibilities).
RESPONSIBILITIES	
(These responsibilities will apply as so far as is reasonably practicable and not beyond the control of the individual)	
The following responsibilities are applicable to all workers under Catholic Church Endowment Society Inc. (CCES) self - insurance.	
1. take reasonable care of yourself and others in the workplace.	
2. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.	
3. comply, so far as you are reasonably able, with any reasonable instruction that is given by the PCBU to allow the person to comply with the WHS Act.	
4. co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.	
5. do not bypass or misuse systems or equipment provided for any purpose.	
6. report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor / manager of actual or potential WHS risks in your work area.	
7. notify your supervisor / manager of incidents, injury, and pain or discomfort following a work related injury / activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.	
LEVEL OF AUTHORITY	
All workers are authorised to:	
<ul style="list-style-type: none"> • Stop any activity where there is imminent risk of harm to self or others and to the environment. • Instruct others to stop a task considered to present a risk to health, safety and the environment. • Raise and / or discuss health, safety, environment and quality matters with supervisors / managers 	



RESPONSIBILITY, AUTHORITY & ACCOUNTABILITY MATRIX - Workers

025G

(January 2021)

or safety representatives where relevant.

- Notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control.
- Escalate health, safety, environment and quality matters to an appropriate level.

ACCOUNTABILITY

CCES utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include;

- Supervisory arrangements (in accordance with organisational and site management structures);
- System review and verification activities; and
- Performance appraisals.