



VOLUNTEER SITE INDUCTION PROCESS





THANK YOU!



See Videos [HERE](#)

SITE PRIORITIES AND VALUES

► OUR VALUES –

- The East Marden Primary School community values respect, creativity, kindness and perseverance.
- We believe that a child's thirst for life-long learning begins in the early years of schooling through the fostering of an inquiring mind, a positive attitude, confidence, resilience and a growth mindset. These beliefs are maintained through the years at East Marden PS, culminating in students who are ready to become independent learners in secondary contexts.
- We are very proud of the achievements of students at East Marden Primary brought about by our committed leadership team, teaching and non-teaching staff, and supportive school community. We enjoy and celebrate high student achievement from engaged and polite students who are interested in being their best selves.

► OUR VISION

- Learners are empowered to connect and thrive in a global community



BEFORE THE VOLUNTEER STARTS



➤ **The volunteer must complete the:**

1. Volunteer Application Form
2. Volunteer Agreement Form
3. Volunteer Site Induction Checklist
4. Permission to use Image Form

➤ **Obtain or provide the mandatory certificates:**

1. Working With Children's Check (WWCC)
2. Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
3. Evidence of COVID19 vaccination with 2 doses of approved vaccine in South Australia (or willingness to comply with the Department for Education Non-Employee COVID-19 vaccination policy)
4. 'Online General Induction' (Work, Health & Safety)



ORIENTATION TO THE WORKPLACE,

- Introducing the Principal, Leadership, volunteer contact person and key people at the site, along with an explanation of each person's role.

LEADERSHIP

**Acting Principal
Phillipa Arbuckle**



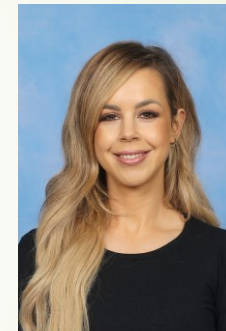
**Acting Deputy Principal
Bianca Gallego**



**Acting Assistant Principal
Lisa Amato**



**Wellbeing Leader
Belinda Sciacca**



ICT

**ICT Manager
Mark Williams**



**Admin Officer
Julie Porter**



ADMINISTRATION

**Volunteer Coordinator
Robert Kenyon**



**Admin Officer
Mallory Totani**



FINANCE

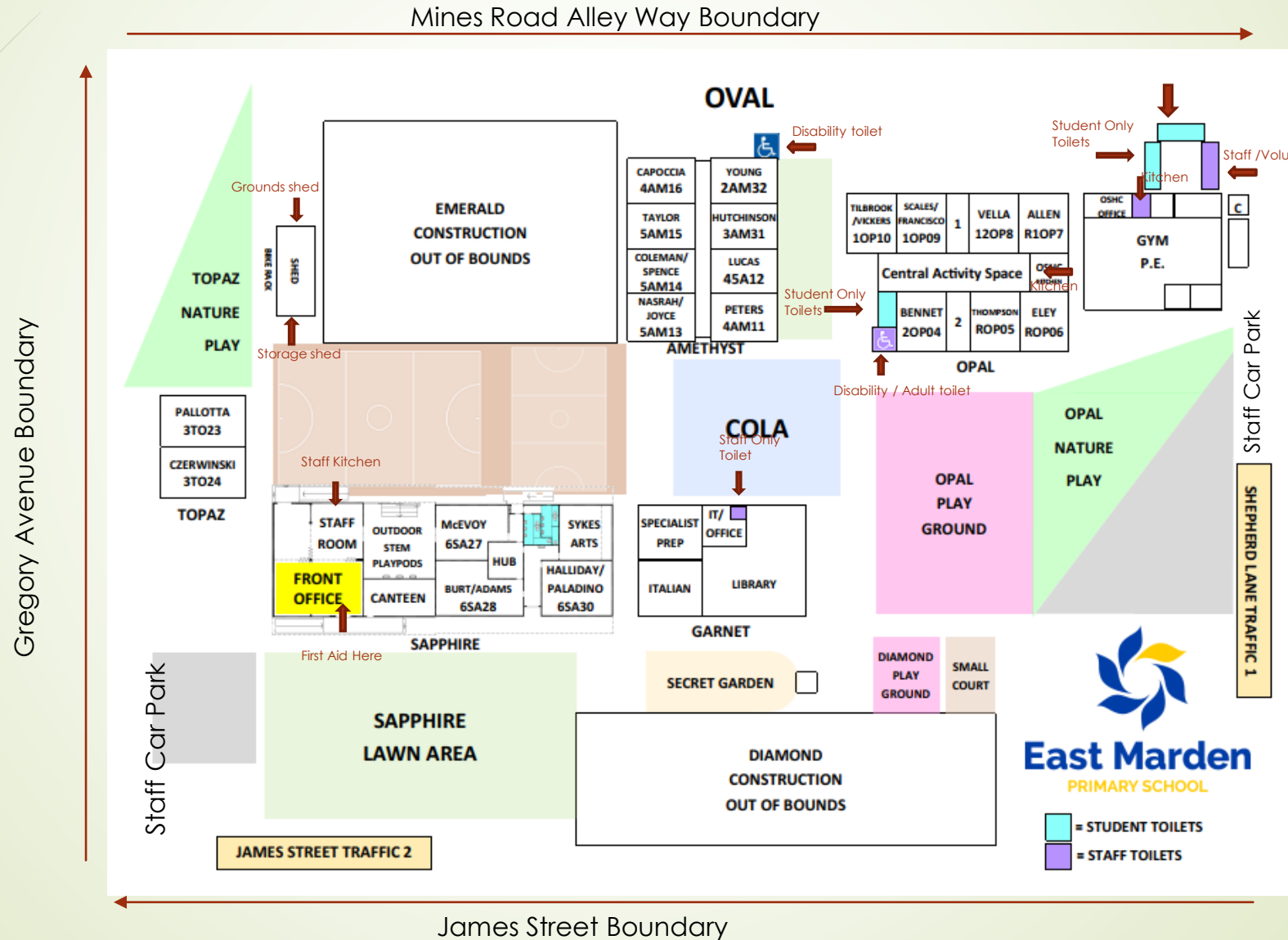
**Finance Officer
Donna Schluter**



**Business Manager
Harmony Davis**



TOUR OF SITE GROUNDS AND FACILITIES



Volunteer Parking:
 Parking is not available on school grounds. Volunteers must find on street car parks. **READ THE PARKING SIGNS!**



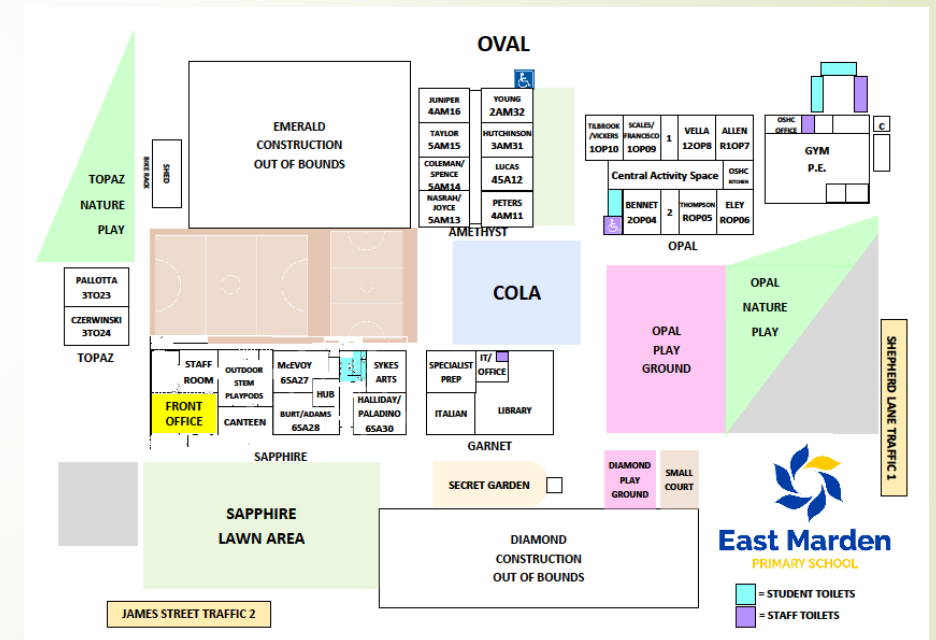
ADMINISTRATIVE INFORMATION

- ▶ When you start a volunteer shift it is a legal requirement that you sign in.
- ▶ You must sign in at the front office at the 'Sign In Kiosk'.
- ▶ If you have provided your 'Working with Children's Check' and RAN-EC certificates you sign in as a 'Volunteer'.
- ▶ If you have not provided both certificates you must sign in as a 'Visitor'.
- ▶ You must always print a badge and wear in on your chest.
- ▶ Sign out at the end of your shift.



ADMINISTRATIVE INFORMATION

- A copy of the school site map is included in the 'Volunteer Application Package' available on the school website. [HERE](#)
- Click on the 'Application Form' pdf.
- Printed copies are available at the front office.



ADMINISTRATIVE INFORMATION

Yard & Classroom Rules

- ▶ Children are not permitted to be on school grounds before 8.30am and after 3.15pm.
- ▶ Any children on school grounds during these times are to be sent to the benches near the COLA.
- ▶ Volunteers are not permitted to be in classrooms or learning areas during meal breaks.

Day Structure

8.30am	Yard supervision
8.50am	School day begins
10.40 – 11am	Recess play – Eating time is provided in the classroom
12.40 - 12.50m	Lunch eating
12.50 – 1.20pm	Lunch play
3pm	Dismissal – Wait for your child outside their classroom building or at a pre-organised location on school grounds
3.15pm	Yard Duty finishes. Students not collected by 3:15pm will be sent to OSHC.

ADMINISTRATIVE INFORMATION

Reporting an absence (calling in sick)

- ▶ If you are unable to attend a volunteer shift please notify one of the following people:
- ▶ Classroom related volunteering – your child’s teacher and front office via seesaw, email or written note in your child’s diary.
- ▶ General volunteering – the coordinator and the front office via phone message, email or in person.
- ▶ Sports coaching related volunteering – the sports coordinator & front office via phone, email or in person. Parents must be notified of cancellation of sports practices and/or games.

School Contact Numbers

- ▶ **School Front Office:** 83376170
- ▶ **Email:** dl.1043.admin@schools.sa.edu.au
- ▶ **Seesaw:** Use your unique code provided by your child’s teacher.

- ▶ **Sports:**
 1. Basketball: Domenic Carbone – 0402566991
 2. Netball: Sarah Thomas – 0434885150
 3. Soccer: Robert Kenyon - 83376170

ADMINISTRATIVE INFORMATION

PURCHASING PROCEDURES

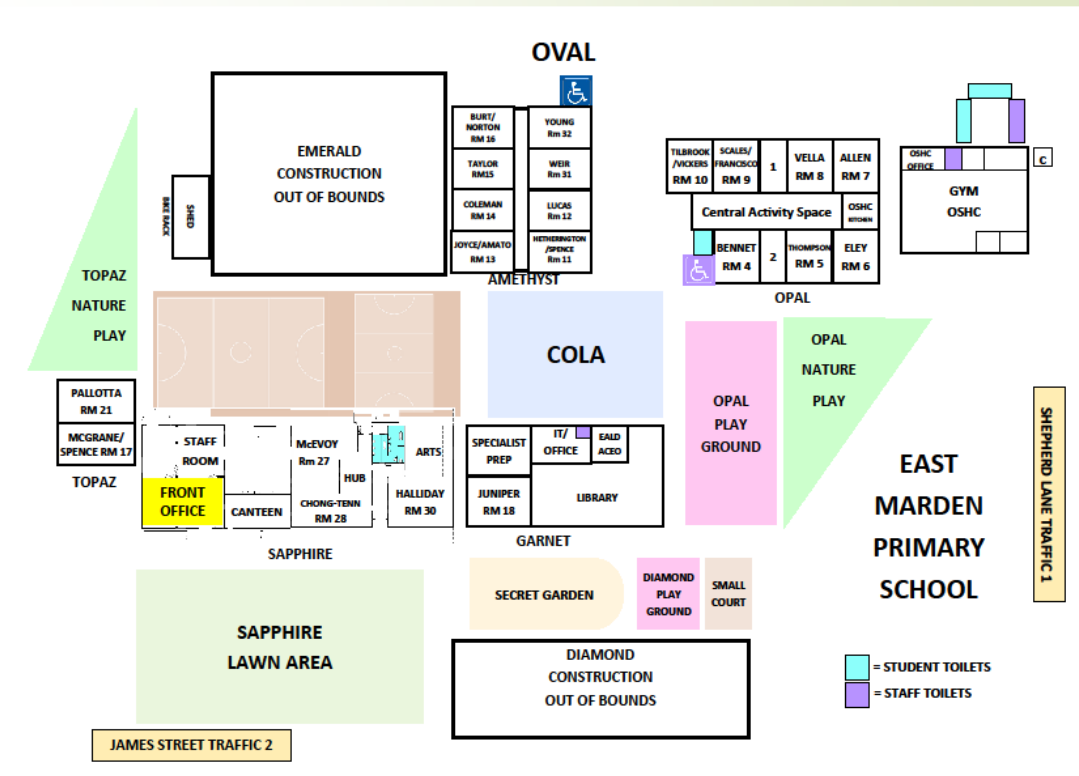
- ▶ Volunteers may occasionally be required to purchase low-cost items at the request of the Fundraising Committee where prior agreement is reached.
- ▶ The Fundraising Committee must first seek the permission of the school Business or Finance Officer before low-cost purchases can be made with school 'load and go' cards.
- ▶ Receipts must be retained and only include items authorised by the business manager or Finance Officer.

ADMINISTRATIVE INFORMATION

Booking rooms and resources

- The booking of all school facilities must be organised with the Business Manager prior to use.
- Various areas within the school are calculated as open spaces for the exclusive use of OSHC before and after care.

Business Manager: Harmony Davis



ADMINISTRATIVE INFORMATION

Use of site's equipment and services (ovens, computers, internet)

- ▶ Volunteers are sometimes asked to perform tasks that involve appliances.
 - ▶ Volunteers should be trained by their supervisor how to operate any appliances before operating them.
 - ▶ Appliances should be inspected before use to ensure that they are safe to operate.
 - ▶ A volunteer can refuse to operate appliances for any reason if they choose to.
- ▶ Department for Education Volunteer policies & procedures
 - ▶ **2.2 Induction and training** - New volunteers must be inducted, appropriately trained, and provided with copies of all relevant department policies, procedures and site based key documents. This includes giving them access to a copy of the department's volunteer policy and the guideline of the commissioner for public sector employment – volunteers.
 - ▶ Volunteer Guidelines – [HERE](#)
 - ▶ Volunteer Policy - [HERE](#)
 - ▶ Protective Practices - [HERE](#)

ADMINISTRATIVE INFORMATION

Use of personal mobile phones, online networking and cameras while volunteering

- ▶ Volunteers are not permitted to use their mobile phones, camera to take pictures of children when volunteering.
- ▶ They may take a photograph of their own child so long as no other children are photographed.
- ▶ The use of social networking sites (Facebook, Twitter or Instagram, etc) is forbidden whilst (onsite) volunteering.
- ▶ Many parents have not given permission for their children's photograph to be taken.
- ▶ Some children are under the protection of Intervention & Custody Orders for their personal protection (Their identities are to be kept confidential).

▶ 8. RESPONSIBILITIES OF VOLUNTEERS

- ▶ Volunteers are accountable for their actions and are expected to observe similar ethical, policy and/or legislative requirements as employees. Volunteers have a responsibility to perform their role and act in a manner consistent with the conditions of the permission or licence provided to them. Conditions that should always apply to the permission or licence to act as a volunteer are that the volunteer is to:
 - treat agency, personal, and confidential information in accordance with relevant privacy instructions;
 - engage in orientation and other training activities as required;
 - provide accurate and honest information to public sector employees and officers of the Crown, other volunteers, customers and members of the public; and
 - comply with the Principles of Conduct for South Australian Public Sector Volunteers outlining the values and standards of professional conduct expected of public sector volunteers (Attachment B).
- ▶ Volunteers should also make a realistic commitment in terms of both time and area of involvement and at the time they seek a licence or permission to act as a volunteer, acknowledge that the agency which they are volunteering expects these commitments to be fulfilled.



COMMUNICATION PROCEDURES AND PROCESSES

- ▶ Volunteers can communicate with staff and students parents through a wide range of processes.
 - ▶ Newsletter – The newsletter is published three times each term. In week 3, 6 & 9.
 - ▶ Emails – Volunteers can email a staff member directly via their department email address or class Seesaw.
 - ▶ Phone – Volunteers can ring the school on 83376170 to speak directly to an administration officer or leave a phone message when prompted.
- ▶ **IMPORTANT**
 - ▶ If there's a message to be passed on outside of the scheduled volunteering, it always needs to go through staff. Not direct to the child, student or family.

SITE WORK HEALTH AND SAFETY (WH&S) – INCLUDING INJURY MANAGEMENT

➤ **Online induction**

- All volunteers must complete the department's [online volunteer induction](#). The induction is on the [volunteer section of plink](#).
- The induction outlines important aspects of the volunteer's role including their obligations under the Act. It only takes 20 minutes to do and is open to anyone with an email address – including volunteers from third party providers.
- If there are language barriers or other difficulties, a face-to-face version must be organised instead.
- Information for volunteers about the online induction and how to access it are on the [department's public-facing webpage](#).

➤ **Education and early childhood service induction**

➤ Leaders must make sure all volunteers:

- have a location specific induction that outlines work health and safety responsibilities and helps them work well with others at the education or early childhood service
- are introduced to key people, including the volunteer contact person, children, staff and other volunteers they will be working with
- are given anything they need to do their role effectively without creating risks to themselves or other people
- are told to keep any personal information confidential
- are told they must only use information for official purposes or when they are required to do so by law
- are advised that all resources must be used appropriately and responsibly
- comply with all relevant department work health and safety and injury management policy and procedures
- have their activities assessed for hazards and safety before they start.

SITE WORK HEALTH AND SAFETY (WH&S) – INCLUDING INJURY MANAGEMENT

- ▶ Volunteers are workers under the Work Health and Safety Act 2012 (the Act). This means that the department must:
 - ensure the health, safety and welfare of volunteers (as far as reasonably practicable)
 - consult with volunteers about work health and safety
 - give volunteers the necessary information, training and supervision.
- ▶ Leaders must advise volunteers that as workers under the Act, they have a duty of care for their own health and safety as well as that of others. They must be told:
 - to take reasonable care for their own health and safety
 - to make sure that their actions don't have an adverse effect on other people
 - that they must comply with any reasonable instructions, policies and procedures relevant to the health and safety at the workplace that they have been told about
 - to report any incidents or injuries to leaders as soon as possible.

CLASSROOM EVACUATION PLAN

1
COLLECT VEST & BAG.

2
CLEAR ROOM & LOCK
DOOR.

3
GO TO ASSEMBLY POINT.
LINE UP IN DESIGNATED AREA.
NIT TEACHERS: ONCE RELEASED
GO TO CRICKET PITCH/DRIVEWAY.

4
LEADERSHIP WILL DELIVER
THE ROLL.
PLACE HAND IN AIR FOR
ROLL COLLECTION.

5
RETURN TO CLASS WHEN
FIRE WARDEN GIVES ALL
CLEAR.

CHECKS FOR TOILETS AND EXTERNAL DOORS

Opal - checked by a leader.

Opal - Leader (Check Kitchen)

Sapphire - ROOM 27

(Outdoor STEM Door, Central external Sapphire
door, check toilets are empty)

Sapphire - ROOM 28

(Lock External Door to James Street)

Sapphire - Leadership STEM

(Lock external STEM office doors and outdoor
STEM door in staff room.)

Amethyst - ROOM 32 (Lock external oval door)

Amethyst - ROOM 11 (Lock external central
door)

Garnet - ICT or Room 18

Topaz - (Class teacher lock own door)

EVACUATION PLAN

PLAN A - Oval



PLAN B - FRONT LAWN



LOCKDOWN EMERGENCY PLAN

1

STOP WHAT YOU ARE DOING, STAY IN, RETURN TO THE ROOM OR GO TO THE NEAREST ROOM.

2

POSITION STUDENTS IN LEAST VISIBLE LOCATION.

3

LOCK THE DOOR AND TURN OUT LIGHTS.

4

CLOSE WINDOWS AND BLINDS WHERE POSSIBLE.

5

THE TEACHER WILL CALL THE ROLL.
WAIT FOR ADMIN TO CALL FOR STUDENTS / STAFF / OTHER PEOPLE NUMBERS.

6

REMAIN IN LOCKDOWN UNTIL ALL CLEAR GIVEN.

CHECKS FOR EXTERNAL DOORS

Opal - checked by Senior Leadership

Opal – ROOM 6 (Check Kitchen)

Sapphire – ROOM 27
(Outdoor STEM Door, Central external Sapphire door)

Sapphire - ROOM 28
(Lock External Door to James Street)

Sapphire – Leadership STEM
(Lock external STEM office doors and outdoor STEM door in staff room.)

Amethyst – ROOM 32 (Lock external oval door)

Amethyst – ROOM 11 (Lock external central door)

Garnet – ICT or Room 18
(Lock main door)

Topaz – (Teachers lock own doors)

- Sports training after 3.45pm follow the OSHC emergency plan. OSHC staff direct sports coaches and students.

Updated 24/5/22

EMERGENCY PROCEDURES (EVACUATION / INVACUATION)



- Supervisor to assess emergency situation and provide instruction for assembly area: **Evacuation – Oval / Invacuation – GYM**
- Supervisor to inform all staff of emergency via radio
- Supervisor to collect I-pad and service mobile phone
- Staff in each supervised area to stop activity and explain to children the procedure. Children line up and make way to the assembly area.
- Send 1 staff to check toilets and corridors
- Send 1 staff to collect first aid kit and medication pack from OSHC office
- Conduct roll call as soon as all children and staff have arrived at the assembly area **(ensure that doors are locked for invacuation)**

Procedures for following up with missing children:

1. Gather information from staff
 2. Send 1 staff to search for missing child
 3. Contact parents/ guardian if required
 4. Contact police if child is not found
- Supervisor to document details on Incident Report. Provide a copy to School Leadership to report on IRMS.
 - Complete evaluation notes
Submit documents to Regulatory Authority via NQA-ITS Portal

- Most jobs involve carrying out some type of manual task using the body to move or hold an object, people or animals. Manual tasks cover a wide range of activities including stacking shelves, working on a conveyor line and entering data into a computer. Some manual tasks are hazardous and may cause musculoskeletal disorders. These are the most common workplace injuries across Australia.

- **1.1 What is a musculoskeletal disorder (MSD)?**

- A musculoskeletal disorder, as defined in the WHS Regulations, means an injury to, or a disease of, the musculoskeletal system, whether occurring suddenly or over time. It does not include an injury caused by crushing, entrapment (such as fractures and dislocations) or cutting resulting from the mechanical operation of plant.

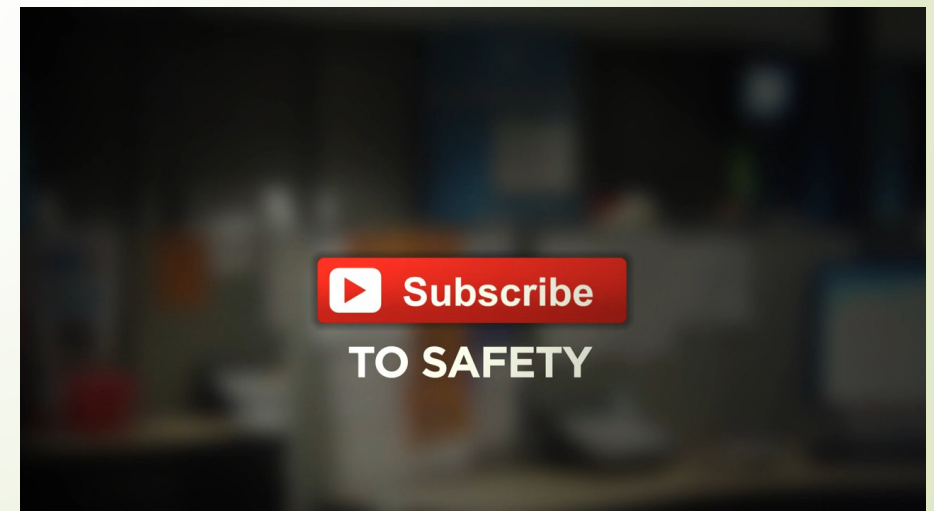
- **MSDs may include conditions such as:**

- sprains and strains of muscles, ligaments and tendons
- back injuries, including damage to the muscles, tendons, ligaments, spinal discs, nerves,
- joints and bones
- joint and bone injuries or degeneration, including injuries to the shoulder, elbow, wrist,
- hip, knee, ankle, hands and feet
- nerve injuries or compression (e.g. carpal tunnel syndrome)
- muscular and vascular disorders as a result of hand-arm vibration
- soft tissue hernias
- chronic pain.

HOW TO PERFORM SAFE MANUAL LIFTING

- **MMSDs occur in two ways:**

- gradual wear and tear to joints, ligaments, muscles and inter-vertebral discs caused by
 - repeated or continuous use of the same body parts, including static body positions
 - sudden damage caused by strenuous activity, or unexpected movements such as when
 - loads being handled move or change position suddenly.
- Injuries can also occur due to a combination of these mechanisms, for example, body tissue that has been weakened by cumulative damage may be vulnerable to sudden injury by lower forces.



VOLUNTEER MUST SIGN THE 'VOLUNTEER AGREEMENT'

- ▶ **Volunteer agreement for department volunteers**
 - All department volunteers must complete and sign the standard department volunteer agreement.
 - The volunteer agreement must be signed by the site leader as well. The agreement includes expected behaviours for volunteers.
 - The volunteer follows the direction of the education and early childhood leader.
 - The volunteer meets the responsibilities as set out in their signed volunteer agreement.
 - See volunteer policy, sections recruitment and screening, and preparation and training.

Volunteer agreement

This volunteer agreement grants permission to _____ (name of volunteer)

to volunteer at **EAST MARDEN PRIMARY SCHOOL** (name of centre/preschool/school).

Site responsibilities

We agree to:

- welcome you and value your work
- make sure you meet all of the department's volunteer policy and procedure needs, including that you:
 - know about Department for Education screening and suitability requirements
 - are aware of work health and safety
 - are supervised
- give you an induction
- appoint a contact person to help you
- give you a clearly written role description
- provide you with support and regular feedback about your work performance
- offer training as needed, including Responding to Abuse and Neglect – Education and Care session for volunteers
- keep accurate and confidential records of your work and personal details
- provide you with a safe working environment.

Site leader/s name: **JULIE JAMES** signature _____ date _____ (day/month/year)

Volunteer responsibilities

I agree to:

- only do the work in my volunteer role description
- do my volunteer role to the best of my ability
- do any required induction or training
- work under staff supervision
- always think about the safety and wellbeing of children and young people, by:
 - following the Responding to Abuse and Neglect – Education and Care requirements
 - immediately reporting to a site leader any concerns I have about a child or young person
 - reporting any suspicion on reasonable grounds of child abuse and neglect to the Child Abuse Report Line
- tell the site as soon as possible if I cannot make it in or need to stop helping out
- follow all Department for Education and SA Government policies and procedures relevant to my role
- comply with the guideline of the commissioner for public sector employment – volunteers
- report any workplace health and safety concerns
- follow legislation and reasonable, lawful directions that relate to my role
- advise the site leader as soon as possible if any information I give is no longer accurate – especially on my working with children check screening application and volunteer application form
- stand by and comply with the expected behaviours for volunteers (listed on the next page)

I understand that if I do not comply with this agreement my permission to volunteer can be withdrawn.

Volunteer's signature _____ date _____ (day/month/year)

This agreement can be cancelled by either the site leader or the volunteer at any time.

SUPERVISION REQUIREMENTS AND PROTECTIVE PRACTICES

- ▶ Volunteers should never be left unsupervised with children or students.
- ▶ If this occurs a volunteer should always attempt to be as visible to other students or adults as possible.
- ▶ The Protective Practices Guidelines explain how to develop these skills.
- ▶ **A practical look at the guidelines – online training**
 - Staff and volunteers can [access protective practices training on Plink](#).
- ▶ The training is optional.
- ▶ It's available to all education staff and volunteers who work with children and young people. This includes government and non-government schools and preschools.
- ▶ School principals and preschool directors can use the training to lead discussions with staff and volunteers. The training has specific scenarios – they're a good way to talk about how to apply the guidelines.
- [Plink log In Page](#)
- [Protective practices for Education and care staff and volunteers](#)

- ▶ **Protective practices for education and care staff and volunteers Guidelines**

- ▶ The protective practices for staff in their interactions with children and young people are for staff and volunteers. The guidelines are how we create positive, caring and respectful relationships with children and young people.

- ▶ **How the guidelines can help staff and volunteers**

The guidelines aim to help you understand:

- your duty of care
- appropriate boundaries in your professional role
- your responsibility to safeguard children and young people's emotional and physical wellbeing.

- ▶ **The guidelines cover:**

- professional boundaries and examples of violations
- grooming behaviour
- appropriate physical contact
- duty of care
- staff obligations to report inappropriate behaviour
- using social networking sites
- managing privacy expectations
- working with children and young people with disabilities.



Please email Robert Kenyon at dl.1043.admin@schools.sa.edu.au with your completed volunteer application and certificates.