

**St Martins** Lutheran College  
Grow in Christ | Growing the Future

# Volunteer Handbook 2021



### **VOLUNTEER CODE OF CONDUCT**

St Martins values the contribution of all members of the school community in volunteering their time and effort. To assist us in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

#### **Safety**

Volunteers must:

- comply with sign in/out requirements when volunteering at the school;
- observe safe work practices and take care of their own health and safety and that of others affected by their activities;
- only work according to their level of competency and capacity;
- follow reasonable safety instructions given by supervisors;
- report any injury, safety hazard or hazardous practice they observe as soon as possible;
- where personal protective equipment (PPE) is supplied then it must be worn as instructed;
- assist in implementing evacuation procedures if required; and
- advise the school if they have any allergies or medical conditions that they have that the school needs to be aware of or that may impact their ability to undertake their volunteer role.

#### **Child Protection**

Volunteers must:

- comply with the school's Child Protection Program;
- report any instances of actual or suspected child abuse immediately to our Principal or Child Safety Officer, Jane Savage; and
- in the absence of staff where a volunteer becomes aware of an immediate threat to students, they must notify Police and the Principal, and take reasonable measures to protect the student from harm.

#### **Respect for Others**

Volunteers must:

- treat students, staff and other members of the college community with courtesy, and consideration;
- avoid swearing or profanities, discriminatory, bullying or harassing language;
- dress appropriately having regard to safety, the ethos of the school, and the nature of the volunteer activity;
- assist in the creation of an environment free from fear, harassment, discrimination, bullying or exploitation;
- respect the cultures, beliefs, opinions and decisions of others; and
- take reasonable instruction from staff and not obstruct staff in the execution of their duties.

#### **Confidentiality and Privacy**

Volunteers must:

- maintain confidentiality in respect of all information gained through their participation in volunteering at the school. This includes information both oral, visual and written relating to the school's activities, operations, students, staff, parents/carers, and other members of the school community. Personal information relating to students, staff, parents and carers is protected by Privacy legislation;
- not discuss or pass on confidential information with other volunteers, family, friends, or others outside the school;
- not discuss confidential or personal information which has been provided on a need to know basis with anyone inside or outside the school unless authorised to do so;
- not take photos or recordings of students without the authorisation of the school or parent/guardian;
- not use confidential information which they have gained through their participation in volunteering at the school.

#### **Communicating with the Media**

Only the Principal and College Chair are authorised to communicate with the media. Volunteers must refer all requests for comment from the media to the Principal.

#### **Prohibited Conduct**

While volunteering on College property, volunteers must not:

- smoke or use tobacco products;
- use, possess, or be under the influence of alcohol or illicit drugs.

### INTRODUCTION

Welcome to St Martins Lutheran College.

The College values the support of so many who contribute their time, energy and expertise to the College community and thereby extend the opportunities for our students.

As a volunteer, you may not need to know the day to day routines of the school, but it is important that you understand what we expect of each other and of our students and what we strive to be as a school community. This booklet will help to answer some of the inevitable questions or at least help you formulate the questions you need to ask.

At St Martins we strive to enhance the personal growth and well-being of each individual spiritually and socially. This growth will best occur in a school climate which fosters the growth of positive self-esteem. The participation of the whole school community, of which volunteers are such an important part, is critical to the success of this endeavour.

#### Mission Statement

“St Martins Lutheran College, as a Christ-centred learning community, fosters excellence by nurturing each precious child’s potential within a safe and caring environment.”

A volunteer is any person who provides an unpaid service to the College. Volunteers may be involved activities such as:

- Sports Coaches
- PALS Workers (Student-Adult Buddies)
- One-on-one/small group Learning Support assistants
- Camp assistants
- Stage assistants (Drama)
- Listening to reading in the classroom
- Helping with cooking, art, special classroom activities
- Helping with classroom cleaning
- Helping in the Library or canteen
- Sharing an area of skill or interest with a class during lesson time
- Helping prepare resources

St Martins values and encourages the active participation of a range of people from within the school community in the life of the College. We believe that volunteers can make a significant contribution the College community by giving their time and sharing their skills and expertise. Volunteers often have a broad range of interests and abilities that complement school programs and so provide a wider range of interactions and experiences for students.

### **VOLUNTEER SELECTION**

While many volunteers are past or current members of the College community, the school also accepts as volunteers' members of the wider community who offer their services to the College. The College also encourages and accepts the services of paid staff as volunteers provided that the voluntary work is outside the scope of normal staff duties and is provided outside of usual working hours.

With the exception of paid staff, all volunteers are required to complete the volunteer application form and are formally engaged, subject to the screening procedures.

### **INDUCTION AND TRAINING**

A thorough familiarisation with this Volunteer Handbook forms the core of induction for volunteering at St Martins.

Volunteers are expected to be familiar with child safe policies, Work Health and Safety responsibilities and confidentiality expectations. Current College Policies can be found on our website ([www.stmartins.sa.edu.au](http://www.stmartins.sa.edu.au)).

### **EXPENSES**

Volunteers may be eligible for reimbursement of reasonable expenses incurred in the course of their duties. Except for very small items, which can be reimbursed through petty cash, all payments to volunteers will be by EFT. This will generally be done in consultation with your supervising staff member or Business Manager. All tax invoices must be kept as proof of purchase and lodged to the Finance Department along with a reimbursement form obtained from the administration office. Prior approval must be sought for any major expenditure.

### **RECORD-KEEPING AND YOUR INFORMATION PRIVACY**

A system of records will be maintained for each volunteer. Volunteer application forms, reference checks and other screening reports. The College is committed to ensuring information collected will be dealt with as required under the Commonwealth *Privacy Act*. Our full Information Collection Notice for Volunteers can be found on our website.

### **RIGHTS AND RESPONSIBILITIES**

A volunteer has a right to:

- Be treated with respect and to receive appropriate recognition (where necessary and appropriate).
- Proper orientation, initial and ongoing training.
- Be consulted in decision making appropriate to their volunteer role.
- Be treated as an equal co-worker.
- Effective supervision.

Volunteers are required to:

- sign in when arriving and sign out when leaving;
- carry out tasks in a manner consistent with College expectations, including the maintenance of a professional, cooperative and confidential working environment;
- take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others;
- carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake;
- cooperate with the reasonable policies, procedures and instructions given by the College;

- refer all student concerns or behavioural issues to the College;
- notify the College as early as possible if they are unable to fulfill their volunteer commitment; and
- report all workplace safety incidents or injuries to the College.

The volunteer's most important responsibility relates to their duty of care to young people. While our students are emerging adults, they are nevertheless still vulnerable due to their lack of experience. This duty of care encompasses not only appropriate relationships with the students but adherence to child protection and harassment guidelines.

Volunteers must not:

- work unsupervised with students unless the required procedures for dealing with Volunteers have been complied with;
- be involved in toileting students or assisting with change rooms/sick rooms;
- breach matters of student or staff confidentiality, commercial-in-confidence matters;
- encourage affection from or dependency in students (e.g. giving presents, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or
- display bullying or intimidating behaviours towards students.

### **SOCIAL MEDIA AND PHOTOGRAPHY**

As a volunteer you agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder (staff, student, families, volunteers) or brings St Martins Lutheran College into disrepute. Photos and videos will not be taken, used or published without the informed consent of relevant parents/carers of students or the College.

### **RELEASING VOLUNTEERS**

Volunteers who do not support the ethos of the school or who fail to satisfactorily perform their volunteer role may be released from their volunteer role. When concerns arise about a volunteer, opportunity to remedy the problem or improve an area of concern will be offered wherever possible.

Possible grounds for release include but are not limited to:

- Inappropriate or improper behaviour towards students, parents or staff.
- Failure to adhere to the policies and procedures of the College.
- Does not adhere to Work Health and Safety instruction or procedure.
- Failure to satisfactorily perform assigned duties.

### **WORK HEALTH AND SAFETY**

St Martins seeks to ensure that employees, volunteers, visitors and other persons working on the site are safe from injury and risks to their health while involved in school activities. The school is committed to meeting the standards required by the Work Health and Safety Act and to meet these objectives the active cooperation of all persons involved is required by the school in establishing and maintaining the highest possible safety standards.

A copy of this policy is included in the back of this handbook. You are encouraged to read this policy, as it will inform you of the responsibilities and accountabilities of all persons at this school.

### **Procedures for reporting Incidents/Hazards and unsafe situations**

At St Martins, it is the responsibility of volunteers to report any accidents, incidents, hazards or unsafe situations they are aware of. This can be done reporting the issue to your supervisor or reception staff.

In the event of an incident, which results or may result in injury, volunteers are responsible for reporting the incident to the front office or Trudi Hepburn (Business Manager) within 24 hours.

All volunteers are covered under an insurance policy specifically for volunteers with our insurer.

### **Location of First Aid Facilities**

- At St Martins, the First Aid facilities are located primarily in the front office or Ark office.
- Most reception staff are qualified Senior First Aid Officers.
- Additionally, most staff members have completed basic life support and CPR training.
- Classroom teachers will have basic first aid supplies in their room.

### **Emergency Procedures & Drills**

All employees are briefed/trained with regard to the emergency and evacuation plans and procedures in place at St Martins. These plans are in accordance with the guidelines in the relevant policies.

### **Lock down procedure and Evacuation/Fire drill**

Such action made be due to:

- Bomb Threat
- Siege/Hostage
- Violent Incident
- Toxic Emissions
- Fire
- Earthquake

The school has developed and implements emergency procedures, training and practice drills to ensure the safety of the school community. Following a drill, a debriefing session is conducted as part of the staff meeting to discuss the effectiveness of the drill and to make recommendations for future improvement. Volunteers on campus at the time of a drill or indeed an actual alarm will be expected to follow procedures under guidance of College staff or Emergency Posters located in all areas of the College.

Evacuation – Audible tone followed by a verbal instruction to evacuate

- Adults escort students in a safe and orderly manner to the oval.

Lock Down – Audible tone followed by a verbal instruction to evacuate

- Adults close doors and windows, secure doors, turn off lights and keep children calm and quiet on the floor until the all clear is given by senior staff.

## **POLICIES AND PROCESSES**

### **GRIEVANCE AND CONFLICT RESOLUTION/HARASSMENT**

If a volunteer has a grievance with any person within St Martins the volunteer should:

- Ask to meet that person in private and to politely and calmly, but assertively, explain to that person how the behaviour in question is making them feel.
- If the volunteer is not comfortable discussing the matter in person or if the meeting does not resolve the situation the volunteer should speak with either their staff supervisor or a member of the College Executive (depending upon whom the grievance is with) and explain the situation. The procedure from there, with the consent of both parties, normally will involve conflict resolution meetings with an independent third-party present.

Should the staff supervisor or any member of the school have a grievance with a volunteer, then that volunteer is entitled to hear, in private, the nature and specifics of the grievance and to have the right to be heard in reply. Conflict that goes beyond an initial meeting may result in the College Executive putting in place monitoring measures and if necessary, arrange counselling for the affected parties.

Harassment is illegal and opposes the cornerstone of Christian behaviour: treat others as you would like to be treated yourself. St Martins encourages the reporting of complaints of harassment or bullying, either informally or formally.

The Principal, however, reserves the right to release a volunteer from service should their behaviour or practice be unacceptable to or be incompatible with the operations and philosophy of the school.

If volunteers have a grievance with a policy or process they are encouraged to report this to their supervisor.

### **MANAGING STUDENT BEHAVIOUR**

A passing compliment or word of praise can lift the spirit of any child or adolescent. Regular volunteers become well known figures in a child's school life so it goes without saying that volunteers are in a position to encourage and praise children's efforts and achievements.

Volunteers may also be confronted with inappropriate student behaviour in the course of the duties as volunteers. Ultimately, it is the responsibility of the supervising teacher/staff member to manage the behaviour of the students but there may be occasion for the volunteer to take action.

Volunteers should make themselves familiar with classroom rules and if there is a concern then:

- send another child for the teacher/staff members assistance if serious;
- attempt to refocus a child by assisting them with their work/task;

- attempt to refocus a child by distracting them or diverting their attention;
- gently remind children of classroom rules;
- seek assistance from the teacher/staff member if a child is still quite distracted and of potential harm to self and others;
- inform the teacher/staff member of any minor reminders given to students;
- ensure that any verbal interactions with children are positive and constructive and may reflect on the behaviour not the individual.

### **CHILD SAFETY POLICY**

St Martins Lutheran College has developed the following Child Safe Policy as an overarching document that provides key elements of our approach to protecting children from abuse, grooming and neglect.

This Policy forms the foundation of the Learning Community's policy framework, procedures and practices, and ultimately the Learning Community's culture with respect to child safety. It is designed to be St Martins Lutheran College's public statement of commitment to child safety and a demonstration of the Learning Community's leaders' commitment to champion child safety in our Learning Community.

The Learning Community's Child Safe Policy has been approved and endorsed by the College Council.

The Policy is reviewed at least annually, in light of experience, the effectiveness of procedures and the publication of relevant research.

This Policy is published on our public website, as well as communicated through other media such as newsletters, and in induction and welcome packs for members of the College Council, staff, Volunteers, Contractors and External Education Providers.

#### **Policy Objectives**

This Policy provides the framework for:

- the development of work systems, practices, policies and procedures that promote child protection within the Learning Community
- the creation of a positive and robust child protection culture
- the promotion and open discussion of child protection issues within the Learning Community
- complying with all laws, regulations and standards relevant to child protection in South Australia.

This Policy has been developed in accordance with Principle 2 of the Child Safe Environments Principles of Good Practice.

#### **Statement of Commitment to Child Safety**

St Martins Lutheran College is committed to the safety and wellbeing of all children and young people at the Learning Community. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and Volunteers, and encourage their active participation in creating and maintaining a child safe environment for all members of the Learning Community.

### **Our Child Safe Values and Principles**

St Martins Lutheran College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies and procedures to protect children from abuse, grooming and neglect.

1. All children have the right to be safe.
2. The welfare and best interests of the child are paramount.
3. The views of the child are taken into consideration with a view to respecting privacy.
4. Clear expectations for appropriate behaviour with children are established in our Child Safe Code of Conduct and Staff and Student Professional Boundaries Policy.
5. The safety of children is dependent upon the existence of a child safe culture.
6. Child safety awareness is promoted and openly discussed within our Learning Community.
7. Procedures are in place to screen the Principal, College Council members, members of the Executive Team, all staff, Volunteers, Contractors and External Education Providers who have direct contact with students.
8. Child safety and protection is everyone's responsibility.
9. Child protection training is mandatory for all College Council members, staff, Direct Contact Contractors and Volunteers.
10. Procedures for responding to alleged or suspected incidents of child abuse, grooming or neglect are simple and accessible for all members of the Learning Community.
11. Children from culturally or linguistically-diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander.
12. Children who have any kind of disability have the right to special care and support.

### **Our Child Protection Program**

St Martins Lutheran College has developed procedures and standards to support our overarching Child Safe Policy, through our Child Protection Program.

Our Child Protection Program relates to all aspects of protecting children from abuse, grooming and neglect and establishes work systems, practices, policies and procedures to protect children from abuse. It includes:

- clear information as to what constitutes child abuse and associated key risk indicators
- clear procedures for responding to and reporting allegations of child abuse strategies to support, encourage and enable staff, Volunteers, Third Party Contractors, External Education Providers, parents/guardians and students to understand, identify, discuss and report child protection matters
- procedures for recruiting and screening College Council members, staff, Direct Contact Contractors and Volunteers
- pastoral care strategies designed to empower students and keep them safe

- policies with respect to cultural diversity and students with disabilities
- a child protection training program
- information regarding the steps to take after a disclosure of abuse to protect, support and assist children
- guidelines with respect to record keeping and confidentiality
- policies to ensure compliance with all relevant laws, regulations and standards (including the requirements for a child safe environment)
- a system for continuous improvement and review.

### **Responsibilities**

Child protection is everyone's responsibility. At St Martins Lutheran College all members of the Council and staff, Volunteers, Third Party Contractors and External Education Providers have a shared responsibility for contributing to the safety and protection of children. Specific responsibilities include:

#### **College Council**

Each member of the College Council is required to ensure that appropriate resources are made available to allow the Learning Community's Child Safe Policy and the Child Protection Program to be effectively implemented within the Learning Community and is responsible for holding the Principal and Executive Team accountable for effective implementation.

#### **The Principal**

The Principal is responsible, and will be accountable, for taking all practical measures to ensure that this Child Safe Policy and the Learning Community's Child Protection Program are implemented effectively and that a strong and sustainable child protection culture is maintained within the Learning Community.

The Principal is also the Learning Community's Child Safety Officer and has an important role in the promotion and maintenance of a child safe environment at the Learning Community.

#### **The Learning Community's Child Safety Contact Officers**

A number of Staff are nominated as the Learning Community's Child Safety Contact Officers. Along with the Principal our Child Safety Contact Officers are the first point of contact for raising child protection concerns within the Learning Community. They are also responsible for championing child protection within the Learning Community and assisting in coordinating responses to child protection incidents.

#### **Staff Members**

All staff are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse. Each current and new staff member is required to sign a written statement indicating that they have read and acknowledged the Learning Community's Child Safe Policy and Child Safe Code of Conduct.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal.

Staff, as a condition of employment at the Learning Community, must adhere to the Learning Community's Child Safe Code of Conduct and Staff and Student Professional Boundaries Policy.

### **Volunteers**

All Volunteers are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse.

Each Volunteer is required to sign a written statement indicating that they have read and acknowledged the Learning Community's Child Safe Policy and Child Safe Code of Conduct.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal.

### **Contractors**

All Contractors engaged by the Learning Community are responsible for contributing to the safety and protection of children in the Learning Community environment.

Contractors include, for example, maintenance and building personnel, consultants, casual teachers, tutors, sports coaches and Learning Community cleaners. This also includes peripatetic music teachers and other extra-curricular teachers and instructors who are engaged by students and their families directly, rather than the Learning Community, but have an agreement with the Learning Community to use the Learning Community's facilities.

All Contractors engaged by the Learning Community are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse, grooming and neglect.

Each Contractor is required to sign a written statement indicating that they have read and acknowledged the Learning Community's Child Safe Policy and Child Safe Code of Conduct.

The Learning Community may include this requirement in the written agreement between it and the Contractor.

### **External Education Providers**

An External Education Provider is any organisation that the Learning Community has arranged to deliver a specified course of study that is part of the curriculum to a student or students enrolled at the Learning Community.

The delivery of such a course may take place on Learning Community premises or elsewhere.

All External Education Providers engaged by the Learning Community are responsible for contributing to the safety and protection of children in the Learning Community environment.

All External Education providers engaged by the Learning Community are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse, grooming and neglect.

Each External Education Provider is required to have appropriate child protection policies and procedures within their organisation.

St Martins Lutheran College may include this requirement in the written agreement between it and the External Education Provider.

### **Reporting Concerns**

Our Child Protection Program provides detailed guidance for all members of the Learning Community as to how to identify key risk indicators of child abuse, grooming or neglect and how to report child protection concerns. It also contains detailed procedures with respect to the reporting of child abuse, grooming or neglect incidents to relevant external authorities.

Staff, Contractors, External Education Providers, Volunteers, students, parents/guardians and other community members who have concerns that a child may be subject to abuse, grooming or neglect or at risk of significant harm and have queries about how to make a report are asked to contact the Learning Community's Principal or a Child Safety Contact Officer. For contact details see our Child Safety Officer and Contact Officers policy.

All communications will be treated confidentially on a 'need to know basis' and without threat of punishment or victimisation.

Please be aware that consulting with the Principal or a Child Safety Contact Officer does not change any obligation you have under legislation to report to an external authority.

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

If you have any questions regarding the Learning Community's Child Safe Policy, and how it applies to you, please contact the Principal.

### **Policy and Child Protection Program Review**

St Martins Lutheran College is committed to the continuous improvement of our Child Protection Program. The Program is regularly reviewed for overall effectiveness, in response to a significant change at the Learning Community and to ensure compliance with all child protection related laws, regulations and standards. For more information, refer to the Continuous Review and Improvement section of this Program.

## **CHILD SAFETY CODE OF CONDUCT**

A Child Safe Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the Learning Community's Staff and Student Professional Boundaries Policy.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other and with children.

When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the Learning Community environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safe Code of Conduct helps to protect children from harm.

This Code applies to:

- all staff members, including non-teaching staff and temporary or casual staff
- students
- Volunteers
- parents and guardians

- Contractors and service providers (including External Education Providers)
- Members of the College Council
- teaching students on placement at the Learning Community
- visitors.

The Code is made available through various media including our public website. The Learning Community has also developed a Student Code of Conduct.

### **St Martins Lutheran College's Child Safety Code of Conduct**

St Martins Lutheran College has the following expectations of behaviours and boundaries for all adults interacting with students, and students within our Learning Community. This includes all students, staff (teaching and non-teaching), Volunteers, parents/guardians, Contractors, External Education Providers, Council members, teaching students on placement at the Learning Community and visitors to the Learning Community.

The Learning Community's College Council has approved and endorsed this Child Safety Code of Conduct.

DO:

- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Provide age appropriate supervision for students.
- Comply with guidelines published by the Learning Community with respect to child protection.
- Comply with the SA Protective Practices Guidelines as modified from time to time (see Protective Practices Guidelines).
- Treat all members of the Learning Community with dignity, respect, sensitivity and fairness.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally-diverse students.
- Use positive and affirming language toward students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.
- Help provide an open, safe and supportive environment for all students to interact and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to the Principal or a Child Safety Contact Officer and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to

people who have a need to know.

### DO NOT:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour including high-risk behaviours such as bullying or harassment of a child.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures, race or sexuality in the presence of students or discriminate against any student based on culture, race, sexuality, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical conduct or behaviours including unwarranted and/or inappropriate touching of a child or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special relationships' with students that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student who is not your own child.
- Engage in meetings with a student who is not your child, outside of school hours and without permission from the Learning Community and the child's parent.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/guardian consent.
- Post online any information about a student that may identify them such as their full name, age, e-mail address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse, grooming or neglect.

Our Child Protection Program includes a Staff and Student Professional Boundaries Policy that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at St Martins Lutheran College.

### **Report Any Child Protection Concerns**

Staff, Contractors, External Education Providers, Volunteers, parents/guardians, students and other community members who have concerns that a child may be subject to abuse, grooming or neglect or at risk of significant harm and have queries about how to make a report or that there has been a breach, or potential breach, of the Child Safe Code of Conduct are asked to contact the Learning Community's Principal or a Child Safety Contact Officer. For contact details see our Child Safety Officer and Contact Officers policy.

Please be aware that consulting with the Principal or a Child Safety Contact Officer does not change any obligation you have under legislation to report to an external authority.

All communications will be treated confidentially on a 'need to know basis' and without threat of punishment or victimisation.

Whenever there are concerns that a child is in immediate danger the Police should be called on 000.

If you have any questions regarding the Learning Community's Child Safe Code of Conduct, and how it applies to you, please contact the Principal or a Child Safety Contact Officer.

### **Disciplinary Procedures**

Where a staff member breaches the Code, St Martins Lutheran College may take disciplinary action, including in the case of serious breaches, dismissal (where appropriate).

Where any other member of the Learning Community breaches any obligation, duty or responsibility within the Code, St Martins Lutheran College will take appropriate action. For example, the services of Volunteers may no longer be required by the Learning Community.

## **WORK HEALTH AND SAFETY**

The primary responsibility for health and safety in a workplace lies with the Person Conducting the Business or Undertaking (commonly referred to as the PCBU). St Martins Lutheran College is a PCBU.

A PCBU's primary duty of care is to ensure, so far as "reasonably practicable" (explained below) that workers (including volunteers, contractors, subcontractors and their employees), and other persons (for example students and people visiting our premises), are not exposed to health and safety risks arising from our activities or undertakings. This duty covers both workers engaged by St Martins Lutheran College, and workers whose activities in carrying out their work (e.g. contractors, volunteers) are influenced and directed by St Martins Lutheran College.

St Martins Lutheran College's duty of care applies "to the extent to which we have the capacity to influence and control the matter" which in effect creates a situation where St Martins Lutheran College can have a joint liability with another PCBU for ensuring the safety of workers.

For St Martins Lutheran College to ensure, so far as is 'reasonably practicable', that workers, or other persons, are not exposed to health and safety risks arising from our operations or undertaking, the WHS laws require that we take into account and weigh up all relevant matters including:

- a) the likelihood of the hazard or the risk concerned occurring;
- b) the degree of harm that might result from the hazard or the risk;
- c) what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating, or minimising, the risk;
- d) the availability and suitability of ways to eliminate or minimise the risk; and
- e) after assessing the extent of the risk, and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

One important point to note with respect to the cost assessment in (e) above: although the cost of eliminating or minimising risk is relevant in determining what is reasonably practicable, there is a clear presumption in favour of safety ahead of cost.

In broad terms, this "reasonably practicable" obligation requires St Martins Lutheran College to implement a risk management program through which we take positive steps to identify workplace safety hazards, assess each hazard in terms of likelihood and potential

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consequence, and take action to either eliminate or reduce each hazard we have identified. The test is an objective one having regard to a "reasonable person" in St Martins Lutheran College's position.

The College Council delegates day to day management of the college to the Principal and it is the Principal's responsibility to ensure that the college's WHS Program complies with the college's WHS obligations and is effectively implemented.

The Principal must appoint a WHS Management Representative to coordinate the WHS Program/Safety Management system within the college.

The Business Manager is an employee nominated by the Principal to coordinate the WHS Program and Safety Management System (SMS) within the college.

The Business Manager is responsible for:

- the overall coordination of the WHS Program within the college;
- ensuring that the college safety plan is implemented and maintained in accordance with the WHS Program/SMS;
- reporting on the performance of the WHS Program/SMS to the Principal for review as a basis for improvement of H&S Performance; and
- coordinating WHS activities with LESNW.

The Business Manager is responsible for the day to day management of this WHS Program. This includes:

- Ensuring that reported hazards are addressed in a timely manner;
- Ensuring that incidents are adequately investigated, and control strategies developed;
- Ensuring that adequate emergency and first aid measures are in place;
- Ensuring that the Register of Injuries is maintained;
- Ensuring that suitable return to work plans are implemented for injured staff;
- Ensuring that employee consultation arrangements are implemented and working effectively; and
- Ensuring training needs are identified and addressed.

All Heads of Departments and Supervisors are responsible for establishing a commitment to WHS principles in their areas of control and for taking action to correct unsafe work practices. It is their responsibility to:

- Identify, assess, control and monitor workplace hazards within their areas of control;
- Support employee consultation arrangements;
- Encourage staff to report hazards or other issues that are inconsistent with WHS standards;
- Ensure WHS information is readily available to staff; and
- Assist in the rehabilitation of injured workers in accordance with St Martins Lutheran College's Return to Work Program.

As a worker (including College Council members and officers, Heads of Department, supervisors, teachers, volunteers, contractors, sub-contractors and support staff)

**You Must:**

- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk; and
- Take reasonable care for your own health and safety; and
- Use and maintain equipment properly; and

- Ensure that your work area is free of hazards; and

Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace including:

- (a) notifying your supervisor of actual and potential hazards
- (b) wearing or using prescribed safety equipment
- (c) carrying out work in a safe manner
- (d) following health and safety instructions
- (e) taking notice of signs
- (f) adhering to speed limits
- (g) participating in safety training.

As a worker **You Must NOT:**

- Intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare;
- Move or deface signs;
- Tamper with warning alarms;
- Remove machine guards;
- 'Skylark';
- Play jokes that may put the health and safety of others at risk;
- Behave in a way that results in risk to others; or
- Intentionally hinder or obstruct the giving or receiving of any form of aid when a person is injured at work.

All visitors, to St Martins Lutheran College's premises are required, to comply with St Martins Lutheran College's WHS Program and to observe directions on health and safety from St Martins Lutheran College's staff. Visitors who fail to follow directions may be asked to leave the premises.



**ACKNOWLEDGEMENT AND AGREEMENT**

I acknowledge that I have read and understood the Volunteer Handbook. Specifically, I acknowledge that I have read and understood the volunteer requirements relating to:

- Child safety
- Work Health and Safety
- Photographing students and posting to social media
- Maintaining confidentiality and privacy during my time as a volunteer and after

and I agree to uphold the principles of these policies and the Volunteer Code of Conduct.

**Volunteer name** \_\_\_\_\_

**Volunteer signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please remove this page from your handbook and return it to the front office or email [office@stmartins.sa.edu.au](mailto:office@stmartins.sa.edu.au)

If you have any question regarding the information contained in the handbook, please call St Martins on 08 8725 1430.

Thank you.

TEAR HERE