

Volunteer Information

Kingswood College recognises the important role played by volunteers in supporting Kingswood College programs either through direct contact with the teachers and students or through behind the scenes support for College activities. Whilst the wellbeing of our students is our top priority, we want to ensure that your involvement with Kingswood College is a rewarding experience.

This leaflet is designed to provide you with essential information to keep you safe, to keep our students safe, to assist in the smooth running of the College and to strengthen our partnership with you.

LOOKING AFTER YOUR HEALTH AND SAFETY

Kingswood College is committed to maintaining a safe and healthy working environment. As far as is practicable, the College will eliminate, minimise, or control risks to the health and safety of its staff, students, parents, volunteers and visitors.

As a College volunteer, you are delivering important services to the Kingswood College community and have a right to feel healthy and safe. Similarly, you have a responsibility to take reasonable care of your own health and safety, to take reasonable care for the safety and welfare of others in the working environment and to ensure that the health and safety of members of the public is not put at risk.

The Kingswood College Work Health and Safety Committee (the WHS Committee) is the major vehicle for the monitoring of and minimisation of workplace hazards.

The WHS Committee relies upon the active involvement of all members of the community and report any incidents of unsafe or suspect conditions. The WHS Committee receives reports of all WHS incidents and conducts investigations.

If you have any health and safety concerns discuss your concerns with your supervisor or a member of the WHS Committee.

SIGN IN/OUT

On arrival at the College you are asked to sign in. By signing in we know that you are a person for whom we must account in an emergency. You will be issued with a volunteers' badge/lanyard. Wear your College identity badge/lanyard at all times whilst carrying out your volunteer work for the College.

FIRST AID

If you are injured or feel ill whilst at the College inform your supervisor. Volunteers requiring first aid are to be taken to the relevant school administrator at Junior, Middle or Senior School reception. If the administrator is unavailable, then please report to Main Reception.

EVACUATION PROCEDURES

In an emergency, the evacuation or lock down signal will sound. Your supervising staff member will instruct you on how to proceed. Evacuation procedures are posted in every room.

WORKING WITH CHILDREN CHECK

Kingswood College requires all volunteers to apply for a Working with Children Check (WWCC). Volunteers must apply for their own WWCC. The check reveals a record of any specific criminal offence that could pose a safety risk to children. There is no application charge for volunteers.

Further information can be found at the working with children website at <http://www.workingwithchildren.vic.gov.au> or [here](#)

CHILD SAFETY

Kingswood College is committed to child safety. All children at the College should feel safe, happy and empowered. The College has a zero tolerance of child abuse, and all allegations and safety concerns are treated consistently and very seriously.

FAILURE TO DISCLOSE

Kingswood College is committed to fulfilling its duty of care to all students and specifically students under the age of 16 in relation to the Crimes Act 1958 (Vic), which was amended in 2014 to include offences of: (i) failing to disclose a sexual offence; (ii) grooming for sexual conduct; and (iii) failing to protect a child from sexual offence.

If you form a reasonable belief that a sexual offence has been committed by an adult against a child under the age of 16 you must report that information to the police. Failure to report the information is a criminal offence. **If you believe a child is at immediate risk of abuse phone 000.**

CHILD SAFETY CODE OF CONDUCT

Under the Child Safe Standards all registered schools are required to develop and implement codes of conduct for staff, volunteers, contractors and visitors. Child safety codes of conduct are intended to promote child safety in the School environment and should be read in conjunction with the College's Child Safe Policy. [Click Here](#) or go the College website for more information.

All volunteers are required to follow Kingswood's Child Safety [Code of Conduct](#) and expected to support the safety of children by:

- adhering to the College's child safe policy and upholding the College's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the College community with respect and compassion
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the safety, participation and empowerment of children with cultural or linguistically diverse backgrounds and those with a disability
- having a zero tolerance of discrimination
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations or concerns of child abuse to the College's leadership



PRIVACY

All staff, volunteers and contractors are bound by the Kingswood [Privacy Policy](#). Kingswood protects the privacy and confidentiality of individuals by ensuring that all records and information about staff, volunteers, contractors, parents, students and other members of the College community is kept securely and accessed by (and disclosed to) only those people who need the information to fulfil their responsibilities at the College, or have a legal right to know.

In the course of your volunteer work at the College you may need to know some personal information (such as names and contact numbers) so as to fulfil your role at the College. Please remember that, as a volunteer, you are bound to protect the privacy and confidentiality of others and must not relate personal information to others unless required to do so by the express direction of the College. Similarly, you must not discuss staff, students, parents or families outside the College.

Kingswood respects your privacy and any information gathered about you will be stored in an appropriate manner and treated in accordance with the Australian Privacy Principles.

Thank you for volunteering. You are a vital part of our community.

I have read this document and understand my obligations when volunteering at Kingswood College:

Signature: _____

Name: _____

Date: _____

Area Volunteering: _____

Working with Children Check or VIT Registration No: _____

WWCC/VIT Expiry Date: _____

Please attach a copy of the WWC / VIT card to completed form and return to Main Reception at Kingswood College.

Or scan and email to reception@kingswoodcollege.vic.edu.au