

# Volunteer Induction 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 induction is designed to provide you with essential information to keep you safe, to keep our students safe and to assist in the smooth running of the College.

## SIGN IN/OUT

On arrival at the College you are asked to always 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.

## 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 school environment and to ensure that the health and safety of members of the public is not 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 College supervisor or a member of the WHS Committee.**

## FIRST AID

If you are injured or feel ill whilst at the College inform your supervisor.

During school hours, volunteers requiring first aid are to be taken to the relevant school administrator at Junior, Middle or Senior School reception. **After hours call emergency services on 000.**

Any incidents / accidents or near misses should be reported to your supervisor and an *Accident / Incident Form* will be completed.

## 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>.

## 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.

**All volunteers** engaged by the College are responsible for contributing to the safety and protection of students in the College environment, irrespective of the degree of contact you may have with students, or the frequency or length of engagement. All volunteers must:

- Adhere to the College's [Child Safe Policy](http://www.kingswoodcollege.vic.edu.au/policy), and the [Child Safe Code of Conduct](http://www.kingswoodcollege.vic.edu.au/policy) available on the College website at <http://www.kingswoodcollege.vic.edu.au/policy>
- Hold a current Working with Children Check clearance or current VIT registration
- **Report any child safety concerns** to external agencies as required by law (including Police and/or Child Protection).
- Raise any child abuse, neglect or safety concerns you may have with a [College Child Safety Officer](#) or the [Principal](#)
- **Treating everyone in the College community with respect and compassion**
- Promoting the cultural safety, participation and empowerment of all children, particularly Aboriginal or Torres Strait Islander children, children with a disability and children with racial, ethnic, linguistic, same-sex attracted, intersex or gender diverse backgrounds

In addition, **if you are working directly with students or children** you must:

- Have undergone child safety training prior to commencement at the College, and
- Be aware and observant of key indicators of child abuse and harm
- Follow the College guidelines for [Responding to Concerns Regarding Child Safety](http://www.kingswoodcollege.vic.edu.au/policy) visit the Policy page on the College website at <http://www.kingswoodcollege.vic.edu.au/policy>
- Listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.

If you form a reasonable belief that a sexual offence has been committed or likely to be committed by an adult against a child 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.**

## PRIVACY AND CONFIDENTIALITY

All staff, volunteers and contractors are bound by the Kingswood College [Privacy Policy](http://www.kingswoodcollege.vic.edu.au/policy) at <http://www.kingswoodcollege.vic.edu.au/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: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Your Kingswood College Supervisor name: \_\_\_\_\_

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](mailto:reception@kingswoodcollege.vic.edu.au)