

St. Mary's School - Swan Hill Volunteer Induction



Induction

Acknowledgement of Country

St. Mary's School - Swan Hill

We'd like to say **kwe** to the **Wemba Wemba** people for sharing this land that we live, learn and play upon.

We promise to look after the land, the waterways, the plants, the animals and all of its people.

Thank you

St. Mary's School would like to thank you for taking the time to support our school community.

The ongoing safety of our children, volunteers, staff and contractors is paramount.

We have implemented a range of policies and procedures to ensure all children feel safe. This Induction will address areas of knowledge required in order to volunteer at our School.

Volunteer Participation Requirements

- Sign in and out at the Office*
- Wear a visitor label whilst on the school premises*
- Familiarise yourself with restricted areas of the school eg. student toilets*

Responsibilities of our Volunteers

Pre-Authorisation Requirements

- Make an informed decision to work as a volunteer within our school*
- Undertake work induction and training as required*
- Provide a copy of your current Working with Children Check (please note you are not permitted to volunteer without providing a current WWCC)*
- Read and sign a copy of our schools Child Safety Code of Conduct/Volunteer Responsibility Agreement & OHS induction*
- Provide relevant contact information*

Responsibilities of our Volunteers contd.

- *Follow Emergency Management procedures and directions from staff*
- *Keep school matters confidential, including those relating to students.*
- *Behave in an ethical manner*
- *Be committed to the school aims and objectives*
- *Treat everyone within the school community with an understanding of Cultural Safety and respect*
- *Do not speak aggressively, use inappropriate language or discipline students*
- *Do not work in isolation with a student*
- *Inform the supervisor when unable to undertake or complete a task*
- *Use appropriate information channels within the school when needing information, support, back-up, supervision or review*

Responsibilities of our Volunteers contd.

- *Be aware of the limits of your role within the school*
- *Be aware of your duty of care to students*
- *At NO TIME take photos or videos of students or staff members whilst volunteering*
- *Do NOT post any photo, comment or opinion on electronic platforms (social media, internet or email) relating to students, staff members or activities that you have participated in as a volunteer*
- *Consult with a school staff member if concerned about any child safety issues*
- *Comply with Occupational Health and Safety policies and practices*

Child Safety

At St Mary's School we have a range of policies in place in the area of Child Safety which are available on our school website. These include:

- *Child Safety Policy*
- *Victorian Catholic Education Authority (VCEA) Commitment Statement to Child Safety*
- *St. Mary's School Safeguarding Children and Young People Code of Conduct*
- *Reporting Obligations*
- *Cultural Safety and Inclusion Action Plan*
- *Child Safety Officer Role Description*
- *Participation and Empowerment of Students*

Child Safety

All visitors, contractors, volunteers and staff members engaged at St. Mary's School are required to :

- *A current Working With Children Check (which includes Photo ID)*
- *Undergo referee checks (if requested)*
- *Complete this Volunteer Induction*
- *Review our Child Safety Policies on our website*
- *Acknowledge you have read our St. Mary's Safeguarding Children and Young People Code of Conduct, OHS Induction & Volunteer Responsibility Agreement form and complete and confirm via our Passtab system*

Induction

Any concerns related to child safety should be immediately reported to the Principal principal@smswanhill.catholic.edu.au or our designated Child Safety Officer gqook@smswanhill.catholic.edu.au

Our school has a focus on child safety and to fulfil the legislative requirements within the state of Victoria. In February 2022 the Ministerial Order No. 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises (MO 1359) was released. The 11 Child Safe Standards outlined in MO 1359 came into effect on 1 July 2022 in all Victorian schools. DOBCEL, as governing authority, and the Principal have direct responsibility for ensuring that the requirements of MO (Ministerial Order) No 1359 are met within the school.

*For more information on the Child Safe Standards please go to:
<https://ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/#TOC-2>*

Child Safety

The 11 Child Safe Standards

Standard 1 - Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

Standard 4 - Families and communities are informed and involved in promoting child safety and wellbeing.

Standard 5 - Equity is upheld and diverse needs respected in policy and practice.

Child Safety

The 11 Child Safe Standards

Standard 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

Standard 7 - Processes for complaints and concerns are child-focused.

Standard 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved.

Standard 11- Policies and procedures document how the organisation is safe for children and young people.

Child Safety

Cultural Safety and Inclusion Action Plan

Cultural safety includes being provided with a safe, nurturing and positive environment where First Nations children:

- feel comfortable being themselves;
- feel secure to express their culture and spirituality;
- are supported by a school community who respect their Aboriginality, and encourage their sense of self and identity.

To view our St. Mary's School Cultural Safety and Inclusion Action Plan please click on the following link:

<https://www.sfxballarat.catholic.edu.au/wp-content/uploads/2022/12/SFX-Cultural-Safety-and-Inclusion-Action-Plan.pdf>

Child Safety

Child Safety processes and protocols used at our School are supported by:

PROTECT - The resource developed jointly by the Department Of Education and Training and the Catholic Education Commission of Victoria. It is located on the Department of Education and Training's child safety site. It is available at <https://www.vic.gov.au/protect> and provides information and resources to support the implementation of Ministerial Order No. 870 – Managing the Risk of Child Abuse in Schools.

Safeguarding Children and Young People Code of Conduct

Please read through the Code of Conduct to ensure you have understood the schools requirements to Child Safety.

***St. Mary's School Swan Hill Safeguarding Children and Young
People Code of Conduct***

Occupational Health and Safety

All volunteers, contractors & employees:

- *have a duty to take care of their own health and safety and of others affected by their actions of work.*
- *should comply with the safety procedures and directions agreed between the Principal, employees and with the elected Occupational Health and Safety representative.*
- *will not wilfully interfere with or misuse items or facilities provided in the interests of health, safety and welfare of school employees and students.*
- *must act in accordance with agreed school procedures for accident and incident reporting and report potential hazards to the Principal.*
- *All volunteers must participate in an OHS Induction prior to participating in any Volunteer activities. Your induction will be captured in our Passtab system.*

Occupational Health and Safety and First Aid

Occupational Health & Safety

Any accidents or incidents or potential hazards should be brought to the immediate attention of the Principal or Leadership Team

First Aid

Our First Aid area is located in the sick bay in the Administration building

Please complete the
St. Mary's School Volunteer Induction
Application by clicking the link below.

[Volunteer Induction Application](#)