

strathcona - information for **volunteers**

Strathcona Baptist Girls Grammar School recognises the important role played by volunteers in supporting the School's educational programs either through direct contact with the teachers and students or through behind the scenes support for school activities. Whilst the wellbeing of our students is our top priority, we want to ensure that your involvement with Strathcona Baptist Girls Grammar School is a rewarding experience.

This information 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 School and to strengthen our partnership with you.

looking after your health and safety

Strathcona Baptist Girls Grammar School is committed to maintaining a safe and healthy working environment. As far as is practicable, Strathcona will eliminate, minimize, or, control risks to the health and safety of its staff, students, parents, volunteers and visitors.

The School's Health and Safety Committee (the Committee) is the major vehicle for the monitoring of and minimization of workplace hazards and takes a proactive role in the development of Occupational Health and Safety (OHS) policies and procedures. The committee oversees the implementation of OHS policy and provides advice and recommendations to the Principal for action.

The Health and Safety Committee relies upon the active involvement of all members of the community. All staff, students, parent volunteers and visitors have a duty to adopt and maintain appropriate health and safety standards in all their School activities and to report incidents of unsafe or suspect conditions. The Committee receives reports of all OHS incidents and conducts investigations.

If you have any health and safety concerns:

- discuss your concerns with your supervisor and/or
- raise your concerns with the CFO/Business Manager, tel: 8779 7500

As a Strathcona volunteer, you are delivering important services to the School 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.

sign in/out

On arrival at the School 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 visitor's badge. Wear your Visitors badge at all times whilst carrying out your volunteer work for the School.

first aid

If you are injured or feel ill whilst at Strathcona report to the School Nurse and inform your supervisor. Your injury/illness should be recorded.

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

If you are working with children under 18 you will need to have 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.

privacy

All staff, volunteers and contractors are bound by the **Strathcona Privacy Policy**. Strathcona 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 School community is kept securely and accessed by (and disclosed to) only those people who need the information to fulfil their responsibilities at the School, or have a legal right to know.

In the course of your volunteer work at the School you may need to know some personal information (such as names and contact numbers) so as to fulfil your role at the School. 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 School. Similarly, you must not discuss staff, students, parents or families outside the School.

Strathcona 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.



Strathcona Baptist Girls Grammar School is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.