

# 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 staff and students or through behind the scenes support for school activities. Whilst the wellbeing of our students is our highest 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 the staff member in charge of the volunteer activity and/or
- raise your concerns direct with the Business Manager/CFO, tel: 8779 7500 or via email [businessoffice@strathcona.vic.edu.au](mailto:businessoffice@strathcona.vic.edu.au)

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. Please inform the staff member in charge of the volunteer activity, if applicable. Your injury/illness will be recorded. The School holds a Volunteer Insurance Policy in the event of an accident where an injury occurs and medical expenses are deemed to have been legitimately incurred as a result for reimbursement/payment.

## **Evacuation Procedures**

In an emergency, the evacuation or lock down public address signal will sound. The Chief Warden or your supervising staff member will instruct you on how to proceed. Evacuation procedures are posted across each campus.

## **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. You must provide a copy of the WWCC to the Business Office.

## **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.*