

Volunteering at West Moreton Anglican College

West Moreton Anglican College places a high value on our volunteers, who are integral to the College experience for our students and provide an important link to the College community. We welcome and encourage parents and other community members to become a part of our community by volunteering to support College activities.

Requirements

All volunteers (including parents and other relatives, past parents and other members of the community) must be trained in, and acknowledge their understanding of, the College's student protection and safety protocols before they can commence volunteering. Once completed, volunteers will be registered as an official volunteer at the College and added to the College's Employee and Volunteer Register. All non-parent volunteers (for example grandparents or friends) must also hold a positive notice letter (from Blue Card Services) and Blue Card or Exemption Card.

Obligations

All College staff, volunteers and visitors to an Anglican School have an obligation and responsibility to report all reasonable suspicions of:

- Sexual abuse or likely sexual abuse; or
- Harm or risk of harm

of a student by another person.

In order for College staff, volunteers and visitors to understand their reporting obligations and assist with creating a safe environment for all students, our College has developed policies and procedures in relation to student protection obligations and responsibilities which must be followed.

What to do next

MatheMathew Caldwell

Complete the attached Volunteer Registration Form which includes training and acknowledgement of Student Protection, Work Health & Safety and the volunteering Code of Conduct and give these to the facilitator of this session.

You will receive formal notification from the College once your registration has been processed.

Any questions regarding the online Volunteer Registration process and induction should be directed to the staff member with whom you have been in contact with or the College's Blue Card Screening Coordinator – Kris Chandler – kchandler@wmac.com.au



Volunteer Registration Form

Completion of this form does not constitute permission for volunteers to start work.
You will be notified formally by your supervising staff member

Name

Brendan & Teneika

Middle Name

Surname

Sparrow

Email

nikki.sparrow@hotmail.com: bsparrow@bradken.com

Date

7/11/2018

Volunteer Details

Address Line 1

2 Fullekrug Place

Address Line 2

Suburb

Haigslea

Postcode

4306

Contact number

0401 842 942

Emergency contact (name)

Brendan Sparrow

Emergency contact (number)

0433 044 396

Area where you wish to be an active and regular volunteer:

- | | | |
|------------------------------------------|-----------------------------------------------------|--------------|
| <input type="checkbox"/> Junior School | <input type="checkbox"/> Dance | ✓ - Homestay |
| <input type="checkbox"/> Sport | <input type="checkbox"/> Debating | |
| <input type="checkbox"/> Equestrian Team | <input type="checkbox"/> FOTA (Friends of the Arts) | |
| <input type="checkbox"/> Cattle Show Tea | <input type="checkbox"/> P&F | |

If YES to Junior School, please indicate class :-

Role description *Eg Sport coach, excursion support, classroom assistant

PLEASE COMPLETE EACH OF THE 4 STEPS BELOW

Step 1. STUDENT PROTECTION IN ANGLICAN SCHOOLS

- Read the attached "Safeguarding our Students" guide.
- Complete the Acknowledgement of Understanding and sign page 4.
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Step 2. BLUE CARD REQUIREMENTS

Are you the parent of student who currently and regularly attends the College?

Yes No

If no, do you have a current Blue Card? (You may required to provide further details)

Yes No

Step 3. WORK HEALTH AND SAFETY INSTRUCTIONS

- Read the attached "Work Health & Safety – Volunteer Training" document.
- Sign your acknowledgement of understanding on page 2.

Step 4. VOLUNTEER CODE OF CONDUCT

- Read the attached "Volunteer Code of Conduct" document.
- Sign your acknowledgement of understanding on page 2.

Hand your Registration Form, along with the completed and signed forms in Steps 1 to 4 above, to the person facilitating this session.

Volunteer Code of Conduct

West Moreton Anglican College welcomes and acknowledges the significant contribution made by volunteers to the College and toward its students.

To assist the College in providing a safe environment and a positive educational climate, volunteers are expected to comply with the following guidelines:

Think and Act Safely

- Put safety first in all activities;
- Work only according to level of competency. If confronted with a challenge beyond your control, role or responsibility, report the issue to your supervising staff members;
- Follow reasonable safety instructions given by supervisors;
- Report any safety hazard or hazardous practice observed; and
- Assist in implementing evacuation procedures if required.

Have Respect for Others

Volunteers are expected to treat students, staff and other members of the West Moreton Anglican College community with respect and in particular should:

- Treat everyone with courtesy, sensitivity, tact, consideration and modesty;
- Dress appropriately having regard to the nature of the volunteer activity;
- Support an environment free of fear, harassment, discrimination, racism and exploitation;
- Respect the cultures, beliefs, opinions and decisions of others; and
- Take reasonable instruction from staff and not obstruct staff in the execution of their duties.

Communication

Volunteers are expected to use appropriate communications skills when engaging with students, staff and other members of the Westmac community and in particular should:

- Use non-discriminatory, respectful and non-judgmental language;
- Maintain appropriate levels of confidentiality (see *Confidentiality* paragraph);
- Be careful and sensible in making physical contact with people;
- Be aware of their own body language;
- Be aware of the child or young person's physical space; and
- Seek advice where appropriate.

Prohibited Conduct

Volunteers must not:

- Smoke anywhere on College campus or within five metres beyond the boundary of school land. This applies at all times whether school hours or not;
- Use, possess, or be under the influence of alcohol while on College property or on duty;
- Use, possess or be under the influence of illegal drugs while on College property or on duty;
- Condone the use of, or provide any of the above substances, to any student, staff members volunteer or any other member of the College community;

- Ensure their behaviour neither encourages or supports behaviours in others that undermine the purpose of the Student Protection in Anglican Schools Policy;
- Refrain from any behaviour which is inappropriate or could lead to harm of a student;
- Engage directly with media representatives; and
- Practice unsafe behaviours.

Volunteers and Visitors to an Anglican School must:

- Understand that school staff have certain reporting obligations by virtue of legislation and policy to report all suspicions, information or allegations of sexual abuse, risk of sexual abuse and likely sexual abuse and other forms of harm and inappropriate behaviour of/to a student;
- Immediately report to either their supervising staff member, SPO or Principal all suspicions or concerns that they may have or have formed about any form of harm of/to a student; and
- Maintain strict confidentiality of all allegations of harm or inappropriate behaviour in accordance with relevant legislation.

Confidentiality

Volunteers must abide by the below Confidentiality requirement:

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the College relating to the affairs of the College, any associated activity of the College, any staff, students, clients, parents or other members of the College community, or any other person, organisation or company associated with the College. Further, no information, may be used in a manner that may cause loss or injury to the College or the student/person involved.

Child Protection

West Moreton Anglican College has a Child & Youth Risk Management Strategy, which acknowledges the important role of the College in protecting children from harm. This Strategy applies to students, parents, employees, volunteers and visitors of the College. Volunteers are expected to familiarise themselves with this strategy.

As outlined in the Safeguarding our Students document, volunteers have a duty of care responsibility to report all reasonable suspicions of harm and all concerns of “inappropriate behaviour” of a staff member or a volunteer towards a student. Volunteers must immediately report any matters regarding child protection to their supervising staff member, an SPO of the Principal. Even if unsure or doubtful about an observation, overhead or reported to you is a child protection matter, it is necessary to report it to the supervising staff member.

Acknowledgement of Understanding

My signature confirms my agreement of the Volunteer Code of Conduct.

Name: Brendan & Teneika Sparrow

Signature:  _____

Work Health & Safety - Volunteers

Safety is the responsibility of everyone at West Moreton Anglican College including our Volunteers and Visitors. For your safety and the safety of others, we ask that you read this document and acknowledge your understanding of it as part of your induction requirements.

Signing In and Out

- All volunteers and visitors must sign in when they arrive at the College in the instance of an evacuation occurring.
- Sign In Registers are located in each of the sub-schools, Sports Administration, as well as Main Administration. Volunteers may be provided with the capability to sign in and out electronically via a Smartphone – your supervising staff member will advise which method to use.
- Volunteers and Visitors must wear a Visitor/volunteer pass on a lanyard. This is to be clearly visible at all times and will be returned upon signing out.

Vehicles/Parking

Parking is provided throughout the College at each sub school and Main Administration. Under no circumstance should vehicles be parked on grassed areas or in undesignated car parks.

Smoking

Is not permitted anywhere on College campus or within five metres beyond the boundary of school land. This applies at all times whether school hours or not.

Evacuation/Emergency Procedure

- If the emergency siren is heard, move to the Assembly Point A if able to do so. This is the Upper Primary Oval. If unable to get to this area, move to your closest Assembly Point.
- Familiarise yourself with the Evacuation Sign and Diagram within your building and any other areas you may be providing volunteering duties.
- Your supervising staff member will cover this procedure, and any other evacuation/emergency procedures which may be specific to your duties during training.

Lockdown

- If the lockdown siren is heard, stay out of danger and follow the directions of your supervising staff member.
- Remain in a room or proceed to the nearest building if outside. Lock all doors and windows.
- Await the all clear.
- Your supervising staff member will cover this in more detail in your training.

Injury/Incident Reporting

All incidents, injuries, accidents and near misses that occur at the College or involved in College activities are to be reported to your supervising staff member.

First Aid

First aid treatment from a trained first aider or registered nurse is available if required. Please see your supervising staff member.

Personal Protective Equipment

PPE must be used where required as directed by your supervising staff member.

Equipment

Do not operate any equipment that you have not had appropriate training to operate.

Amenities

Your supervising staff member will show you the toilets used by staff and visitors. Please do not use or enter toilet blocks used by students.

Risk Management

All assigned tasks should be assessed to determine the level of risk, do not undertake tasks that you are not adequately trained and competent to perform.

Acknowledgement of Understanding

My signature confirms my agreement of the Work Health & Safety training.

Name: Brendan & Teneika Sparrow

Signature:  _____

Safeguarding our Students

Responsibility, recognising and reporting

Information for coaches, tutors, volunteers and visitors to Anglican Schools

Student Protection Officers (SPOs) – West Moreton Anglican College



Ms Kirsten Mullan, Head of Junior School
T: 3813 4532
E: kmullan@wmac.com.au



Mr Paul Alcorn, Head of Senior School
T: 3813 4560
E: palcorn@wmac.com.au



Mr Matthew Caldwell, Deputy Head of Junior School
T: 3813 4589
E: kcaldwell@wmac.com.au

Mr John O'Sullivan Williams
T: 3813 4594
E: josullivanwilliams@wmac.com.au



Mrs Elizabeth Warren, Middle School Head of Year
T: 3813 4607
E: ewarren@wmac.com.au



Mrs Geraldine Ebbrell, Deputy Head of Senior School
T: 3813 4689
E: gebbrell@wmac.com.au



Mrs Anita Baker, Guidance Counsellor
T: 3813 4635
E: abaker@wmac.com.au

A guide to the Student Protection policy and procedures for Anglican Schools

Every student has the right to feel safe and free from harm in every area of their daily lives including when at school. Protection for children and young people is of paramount importance and one that the Anglican Church Southern Queensland takes very seriously. The Anglican Church Southern Queensland has developed policy and procedures to guide school staff, volunteers and visitors to an Anglican school in their responsibilities both by virtue of legislation and policy to recognise and report all matters of abuse and harm, likely abuse or suspected harm of any student.

As part of the school community, you as a volunteer or as a visitor (paid or unpaid) to an Anglican school, have a responsibility to share in safeguarding our students. In this regard you are expected to act professionally and behave in an appropriate manner towards all students at all times.

Behavioural obligations

Behaviour of a sexual, physical or psychological nature which exploits the special position of trust and authority between an employee or volunteer and a student, regardless of age, is a breach of obligations and of policy. Such behaviours may include:

- transporting a student, regardless of age without seeking the consent of a parent or caregiver or without informing the Principal;
- seeking to visit a student, regardless of age at his/her home without the consent or knowledge of the parent or caregiver and/or Principal;
- inviting a student, regardless of age, to the employee's home unaccompanied without the consent of a parent or caregiver or without informing the Principal;
- sending or receiving correspondence of an inappropriate nature;
- inappropriate giving of gifts;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship incompatible with the professional relationship, initiated by either party;
- exposing to a student, regardless of age, pornographic material in any medium;
- inappropriate discussion of matters of sexual behaviour;
- obscene language, especially of a sexual nature;
- gestures or actions of a suggestive or obscene nature;
- jokes of a sexual nature told in the presence of student/s;
- voyeurism (gaining pleasure from secret watching of another);
- repeatedly seeking to be alone with a student; or
- detaining a student in locked facilities or facilities that do not have immediate access to relevant staff members.

This list is not exhaustive. Any behaviour which exploits a student is unacceptable.

All school employees are required either by legislation or policy directive to report all reasonable suspicions of significant harm or likely harm of a student caused by sexual, physical abuse or neglect including emotional or psychological harm if there may not be a parent **able** and **willing** to protect the student from harm to the Department of Communities (Child Safety Services) and / or to the police.

Volunteers and visitors have a duty of care responsibility outlined in policy to report all reasonable suspicions of harm.

In addition, all employees and volunteers are required to report all concerns of 'inappropriate behaviour' of a staff member or a volunteer towards a student.

What is 'harm'

Harm means any detrimental effect of a significant nature on the student's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by – physical, emotional or psychological abuse or neglect; or sexual abuse or exploitation. Sexual abuse includes being sent unsolicited text messages or emails which have sexual content.

Self-harm means harm perpetrated against one's self. It can include cutting, scratching, taking risks, abuse of licit and illicit drugs or medication or alcohol. Self-harm is usually symptomatic of underlying issues and should be considered in that light.

Inappropriate behaviour means any behaviour of an employee or volunteer of the school including words, towards a student regardless of age, which is inconsistent with the relevant Professional Standards, Code of Conduct and policies of the school and is considered to be 'inappropriate behaviour' by the person making the complaint.

You have a responsibility to recognise and report all matters as outlined in this guide. All matters of concern relating to the abuse or harm of a student including self-harm or inappropriate behaviour towards a student are to be **immediately** reported directly to one of the schools designated Student Protection Officers, the Principal or to your supervising staff member. If required they will attend to the formal reporting process.

The *Child Protection Act 1999* affords any person acting honestly and reasonably protection from liability in civil, criminal and administrative processes. Confidentiality protections are also afforded to persons reporting concerns.

All breaches of the student protection policy will be treated seriously. The school/college Principal will consider appropriate action which may include excluding the person from continuing in their role as a school volunteer or visitor.

A copy of the Student Protection in Anglican Schools Policy and Procedures is available for you to access on the internet and intranet sites of each Anglican school.

Name: Brendan & Teneika Sparrow

Date: 7/11/2018

Role: Homestay

School: WestMAC

Acknowledgement of understanding

Responsibility	Yes	N
As a volunteer or visitor to this school I have read and understood the attached guide.	Yes	
I have had my obligations further explained to me as part of my induction.	Yes	
I am aware of my responsibility to share in the role of safeguarding students.	Yes	
I am aware that the school has a comprehensive policy and procedures document on the school internet site.	Yes	
I am aware of the four types of abuse / harm covered by this policy.	Yes	
I understand that I am to behave professionally and in an appropriate manner towards students.	Yes	
I understand that the behavioural obligations relate to me in my role at the school.	Yes	
I am aware that if I breach my obligations that I may be excluded from continuing in my role.	Yes	

Recognising	Yes	No
I understand that sometimes children will experience harm from various forms of abuse.	Yes	
I am aware that I am to consider likely harm as well as	Yes	

Recognising cont.	Yes	No
I am aware that any concerns are to	Yes	
I am aware that school employees are to consider if there may not be a parent able and willing to protect the child from harm.	Yes	

Reporting	Yes	No
I understand that I am to immediately report any concerns relating to student	Yes	
I am aware that I am to report to either a Student Protection Officer, the Principal or to my supervising staff member.	Yes	
I am aware that the person to whom I report to may need to make a formal report to the Police or to Child Safety.	Yes	
I understand that I am protected from liability if my report is in accordance with the <i>Child Protection Act 1999</i> .	Yes	
I understand that my details will be kept confidential as provided by the <i>Child Protection Act 1999</i> .	Yes	
The Student Protection Officers at my school that I could report to are:	Name: Kristen Mullen Paul Alcom John O'Sullivan Williams Name: Mathew Caldwell Elizabeth Warren Geraldine Ebbrell Anita Baker	
My supervising staff member is:	Name: Pauline Bussian	

Signature (ticking this box is in lieu of a handwritten signature)	
Induction provided by:	Name and signature: Pauline Bussian

All students have a right to expect that their school will always act to protect them from any kind of harm.