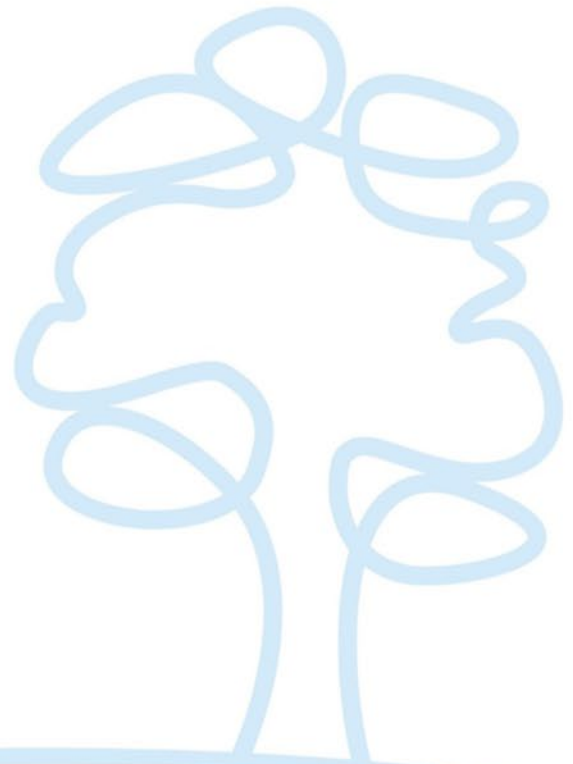




RICHARD JOHNSON
ANGLICAN COLLEGE

VOLUNTEERS' HANDBOOK



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Introduction

Richard Johnson Anglican College (“RJ”) is delighted that you can bless our College community with your support and time. I’m sure you will benefit from helping as well, and that you will make some good friendships along the way.

RJ has a wonderful heritage of voluntary service as generous individuals have contributed over the years. We are glad that you are also investing your time to enhance the College community. RJ is both indebted and sincerely appreciative of every single volunteer.

This Handbook will help you understand the College’s expectations so you can confidently and safely immerse yourself in our community.

If you have any questions, please contact your Supervisor or the Head of Enterprise & Culture, Mrs Stephanie Ghali (sghali@rjas.nsw.edu.au; 8806 6494 (direct)).

STEP ONE – Compulsory Reading

Please read and consider this Handbook before you commence your voluntary activities. This information will protect your personal welfare and that of our students and staff. Please be particularly mindful of Appendices A, B and C which relate to safe work practices and emergency procedures. The College requests that you refrain from volunteering if you cannot follow the procedures in this Handbook.

STEP TWO – Child Protection

In accordance with the *Child Protection (Working with Children) Regulation 2013*, if you are a parent or a close relative of a student in the College, you would typically be exempt from a formal “Working with Children Check” (WWCC). **However, The Anglican Schools Corporation has determined for its group of schools to have a higher level of accountability.** Accordingly, a Volunteer’s WWCC Clearance number is required from you even if you are a parent or a close relative, and this number is to be verified and recorded by the College.

Please visit www.check.kids.nsw.gov.au and apply online for a Volunteer’s WWCC. Once you receive the WWCC application number, please attend a Roads & Maritime Services office with identification to receive your WWCC number. For Volunteers, this process is free of charge. Once cleared, this number, together with your full name and date of birth (for verification purposes) is to be forwarded to the admin@rjas.nsw.edu.au **BEFORE** you volunteer (Appendix D). The College will verify and record the Clearance Number on Edumate accordingly. The College does not keep a record of the DOB.

STEP THREE – Sign-In Procedures

All Volunteers are to sign in at the main Reception or the Junior School Reception before entering the premises. You will also be expected to have read this Handbook and have had your WWCC Number already verified by the College. You will be given a Visitor’s Pass to wear whilst on site. Once you have finished assisting the RJ community, you **must sign-out**. This procedure is critical to ensure you are accounted for should an emergency arise.

If you are not well on your “Volunteer” day, please let us know and rest up at home.

General Principles

- a. Volunteers provide integral support to the teaching and learning programs of the College and its ancillary services.
- b. Volunteers have a right to a healthy and safe working environment and will:
 - Observe safe work practices which avoid unnecessary risks;
 - Only work according to their level of competency;
 - Follow reasonable safety instructions given by their supervisors.
- c. Volunteers will be supportive of the College's ethos and have no reservations about the College's Mission Statement ("To provide a dynamic, caring Christian educational community, founded on the Lordship of Jesus Christ, to foster learning excellence").
- d. Volunteers will be under the supervision of a College staff member and should not obstruct staff executing their duties.
- e. Volunteers will always be respectful and courteous to all members of the RJ community, using appropriate language and communication skills.
- f. Volunteers will be supported through appropriate training (where required), supervision, and resource allocation.
- g. Volunteers are to treat confidential any sensitive material or other such information they encounter whilst assisting the College, always protecting the College's good reputation.
- h. Personal mobile phones should be on silent, and no photos are to be taken.
- i. Volunteers are not eligible for monetary compensation for their time.
- j. Volunteers are to advise their Supervisor or the Head of Enterprise & Culture of any health issues that may limit their ability to perform their voluntary activity to ensure the College can care for their needs.
- k. An appropriate modest standard of dress is requested, reflecting the high standard of the College Uniform and Staff attire.

"Helper" Guidelines (Classroom and Excursions)

- a. A Helper will normally be assigned to a Supervising Teacher.
- b. The Supervising Teacher will designate a certain role for the Helper. For safety and security reasons, it is essential that the Helper limits their involvement to the role as outlined by the Supervising Teacher.
- c. In the event of a student's misbehaviour, the Helper should report it immediately to the Supervising Teacher. The College requires that all disciplinary action be the sole responsibility of the Supervising Teacher.
- d. A Helper assisting the whole class or leading a small group of students should restrict that involvement to an area close to the Supervising Teacher.

- e. A Helper should reasonably expect proper manners, courtesy and obedience from all students. If this is not the case, the Helper should immediately inform the Supervising Teacher.
- f. The supportive relationship between the Supervising Teacher and the Helper is paramount. In the unusual event of a difficulty arising between the Supervising Teacher and the Helper, any resulting decision would be made at the Principal's discretion, normally through the Head of Junior School/Senior School.
- g. A conscious effort should be made to treat all children (including the Helper's child) in the same way.
- h. A Helper would only bring with them younger children if this had been pre-arranged with the Supervising Teacher.

Canteen Volunteers

Canteen Volunteers must take particular care when dealing with sharp knives and stock movement. Volunteers are asked to be especially mindful of food allergies and have good food handling techniques, including robust hand washing.

Injury Reporting

If you are injured whilst carrying out your voluntary activities, please advise your Supervisor immediately. Where necessary, you will be directed to the College's First Aid Officer at the relevant Reception area for medical attention. **If the incident is significant, an incident report should be submitted online via the RJ website – under portals – Incident Reporting.**

Hazard/Near Miss Reporting

A hazard is anything with the potential to cause injury or illness and may include wet floors, damaged equipment, etc. Please report any hazard immediately to your Supervisor for documentation, investigation and action. **If there has been a "near miss" occurrence, an incident report should be submitted online via the RJ website – under portals – Incident Reporting.**

Bullying

Bullying is repeated, unreasonable behaviour directed towards an individual or group of individuals that victimises, threatens, humiliates or undermines in a way that makes someone feel uncomfortable, unpleasant or unsafe. If you believe you have been subjected to bullying or have witnessed someone else being bullied, please report this immediately to your Supervisor or the Head of Enterprise & Culture.

Sexual Harassment

Sexual harassment includes any behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated. If you believe that you have been subjected to sexual harassment or have witnessed someone else being harassed, please report this immediately to your Supervisor or the Head of Enterprise & Culture.

Volunteer Workers Accident Insurance

The College holds insurance cover through ACE Insurance Limited for Voluntary Workers whilst they are engaged in College activities. The insurance policy provides for lump sum and weekly benefits for accidental death or injury to Volunteer Workers whilst engaged in activities for the College.

Child Protection

Commitment to Child Safety as outlined in Child Safe Policy

RJ is committed to providing a child safe and child friendly environment, where students are safe and feel safe. The College has a zero tolerance for *child abuse* and is committed to doing what it can to keep students safe from harm. You must not use your position as a Volunteer to take advantage of any student.

Recognising and Reporting Reportable Conduct

A *worker (includes volunteers)* who has any concern about any other *worker* at the College engaging in conduct that is considered inappropriate or is *reportable conduct* must report their concerns to the Principal as soon as possible.

Workers must also report immediately to the Principal if they become aware of any allegation of inappropriate conduct or *reportable conduct* in relation to themselves or another *worker* at the College.

Where it is uncertain if the conduct is *reportable conduct* but is considered inappropriate behaviour, this must also be reported.

Under the Children's Guardian Act 2019, reportable conduct is defined as:

- a *sexual offence* (with examples including sexual touching of a child; a child *grooming* offence; and production, dissemination or possession of child abuse material);
- *sexual misconduct*;
- an *assault* against a child;
- *ill-treatment* of a child;
- *neglect* of a child;
- an offence under section 43B (*failure to protect*) or section 316A (*failure to report*) of the Crimes Act 1900; and
- *behaviour that causes significant emotional or psychological harm* to a child.

For the purposes of *reportable conduct*, a child is defined as a person under the age of 18 years.

Reportable conduct does not include:

- conduct that is reasonable for the purpose of discipline, management or care of children, having regard to age, maturity, health or other characteristics of the children and any relevant codes of conduct or professional standards; or
- the use of physical force that, in all the circumstances, is trivial or negligible and the circumstances in which it was used have been investigated and the result of the investigation has been recorded in accordance with appropriate procedures.

The Principal will report any matter that has been notified, as required by the relevant legislation.

More information can be obtained from the College's **Child Safe Policy** on the website.

1. General Health

RJ has a non-smoking policy in the interests of public health. This includes vaping. The possession or consumption of drugs or alcohol whilst on College premises is similarly prohibited.

2. Traffic Signs & Parking

Observe all speed limits, advisory signs and lines relating to traffic flow whilst on College business. The College is not responsible for any personal damage that may occur to your vehicle whilst engaged in a College activity. It is preferable that Volunteers park in the Plumpton Marketplace car park or in the neighbouring streets.

3. Photocopiers/Printers/Faxes/Shredders/Machinery

Whilst volunteering you may be required to use office equipment. If so, please follow the directions of the Administration staff and seek assistance if required. Please also note the following:

- a. Check user manuals and/or operator's instructions for safety guidelines if unsure;
- b. Do not look at the light in the photocopier - always ensure that the cover is down during operation;
- c. Use paper cutters/guillotines safely. Keep knife blade in locked position when not in use;
- d. Keep long hair, fingers, jewellery and loose clothing away from moving machinery; and
- a. Use a proper ladder or step stool to reach high places.

4. Manual Handling










One of the easiest ways to injure yourself is to attempt to lift an object that is either too heavy and/or awkward.

Prevention can be simple:

- a. To avoid bending or stooping, tables used for collating documents and sorting or handling bulk material need to be at a comfortable working height.
- b. If storing and filing, the most commonly used items should be placed according to bulk and weight in readily accessible areas between knee and shoulder height.
- c. Step ladders with a solid base and non-slip surface should be provided for storing and retrieving items above shoulder height.
- d. Use trolleys when large, awkward or heavy objects are to be moved.

Consider the following:

- i. Examine the load for sharp edges or excessive weight.
- ii. Plan your path to make sure it is free from obstructions.
- iii. Stand facing the direction of travel. Place your feet apart, one foot beside the load and the other behind it.
- iv. Bend your knees and grasp the load firmly with the whole of your hands, making sure your grip won't slip.
- v. Lift with your legs, keeping your back straight. Use a smooth action and avoid jerky movements.
- vi. Turn with your feet instead of twisting your back and keep the load close to your body.
- vii. To put the load down, bend your knees and keep your back straight.
- viii. Ask for help if the load is too heavy for you to lift on your own.

<p>Do this...</p>  <p>...to avoid this</p>  <p><i>You should bend your knees when lifting anything heavy.</i></p>	<p>Do this...</p>  <p>...to avoid this</p>  <p><i>Always check that your path is not slippery and be mindful of any uneven surfaces.</i></p>
<p>Do this...</p>  <p>...to avoid this.</p>  <p><i>Check there is no obstacle or trip hazards in your way.</i></p>	<p>Do this...</p>  <p>...to avoid this.</p>  <p><i>Keep your back as straight as possible when pushing a heavy load.</i></p>
<p><i>Here is a diagram of how to lift, carry and lower a load safely.</i></p> 	

Source: This learning object has been downloaded from the Toolbox Repository. Flexible Learning Toolboxes are a product of the Australian Flexible Learning Framework. The Australian Flexible Learning Framework is a national strategy collaboratively funded by the Australian Government and all States and Territories.



PROCEDURE

1. **The continuous short sound - 'BEEP BEEP' – announces an emergency lockdown. All activity must cease.**
2. Everyone is to **MOVE INSIDE the nearest lockable space and LISTEN FOR INSTRUCTIONS.**
3. **STAFF** will:
 - a. **MOVE** all people into the closest lockable and secure area
 - b. **LOCK** immediate doors
 - c. **REDUCE VISIBILITY** - move people out of sight of external doors/windows (where possible)
 - d. **SHUT** blinds/curtains (where applicable)
 - e. **SIT** people on the floor or under desks (where appropriate)
 - f. **REDUCE NOISE LEVEL** – ensure people are quiet
 - g. **TURN OFF** lights (where appropriate)
 - h. **WAIT** for further instructions from the PA system (preferred communication)
4. The Principal or delegate will contact the Police if required.
5. Off Campus staff (e.g. excursion, Hanna Reserve, shops) will be contacted by the Principal's EA or delegate and instructed not to return to the College with relevant students until advised.
6. The Lockdown will be terminated via a verbal directive on the PA from an Executive member.



PROCEDURE

1. **The continuous long sound – ‘WHOOOP WHOOP’ – means evacuate immediately to the Evacuation Assembly Areas.** All activity must immediately cease and students listen for directions.
2. Staff are to shut off any machinery and gas connections near them and **close doors** (not lock) and **close windows** (not lock) as they leave *if safe to do so*.
3. All people must leave the building quickly, orderly and **quietly** by the nearest available exit and nearest stairs and move straight to the Evacuation Assembly Area. Refer to the nearest Evacuation Map.
4. Bags, lunches, books etc. should be left behind.
5. Students to assemble **alphabetically** in Home Groups / Classes.
6. Staff check student attendance, noting any **unknown absences to the HOP/HOS, who will reconcile against the Absences Report.** Once complete, HOP/HOS to advise status to the DP (or nominee).
7. Teachers and aides not on class should assist their Section. Other staff are to gather near the Canteen area.
8. Office staff bring emergency kit and attendance registers to the main Evacuation Assembly Area distributing to HOP/HOS. Principal EA to mark general staff roll.
9. No person is permitted to re-enter a building until directed by the Principal (or delegate).
10. The Evacuation Assembly Area is the hardcourt (Yrs K-10). Stage 6 are to assemble in Pioneers Way.

ROUTES TO EVACUATION ASSEMBLY AREA

Refer to classroom and hall diagrams.



RICHARD JOHNSON ANGLICAN COLLEGE

Appendix D
Working With Children Check
Volunteer Clearance Number

Please return this completed Appendix D to

Mrs Stephanie Ghali
Head of Enterprise & Culture
Richard Johnson Anglican College
PO Box 143, Plumpton, 2761

Alternately, you may email the relevant information to admin@rjas.nsw.edu.au

First Name: _____

Middle Names: _____

Last Name: _____

WWCC Clearance Number: _____

Date of Birth: _____

(for verification purposes)