



# KINGSTON COMMUNITY SCHOOL

## VOLUNTEERS HANDBOOK

**2018**





# VOLUNTEERS PROCEDURES – KINGSTON COMMUNITY SCHOOL

## Introduction

Please read the orientation handbook carefully as it has been designed to give Kingston Community school volunteers an understanding of the school, procedures, and your role and responsibilities as a volunteer at our site.

## Context

Kingston Community School has developed on 10 hectares of land in parkland setting at Gall Park since 1985. The school, although geographically isolated, is a modern complex, with excellent facilities. We have comprehensive sporting facilities including a large oval, six tennis/netball/basketball courts, cricket nets and a 25-metre swimming pool that are shared with the community. Included in the building complex are a well-resourced community library, full-sized gymnasium, four squash courts and TAFE learning centre. Additionally, the school has recently established an aquaculture facility in a purpose-built, modern complex. The school has aquatics resources located at the sailing shed and owns a small bus. The school is serviced by a dental van. The school values of personal best, respect, honesty, friendliness and responsibility are reflected throughout the curriculum. Students have access to a range of core subjects from Reception to 12, including Music and German. Programs are tailored to suit individual needs and include a broad range of subject choices including university pathways, vocational education and training options, and school-based apprenticeships or traineeships. ([www.myschool](http://www.myschool))

## Vision

Kingston Community School will provide access to quality services where the focus is on meeting the needs of the individual student. Kingston Community School aims to provide a foundation of learning so that students can reach their full potential becoming effective, independent learners achieving personal best with skills to enter a global society.

## Values

PERSONAL BEST  
RESPECT  
HONESTY  
FRIENDLINESS  
RESPONSIBILITY

## **AIM**

Kingston Community School volunteers perform duties within their capabilities and all students feel safe with volunteers.

The work of volunteers at Kingston Community School is valued and appreciated. Whilst the welfare of our student's is the highest priority, we want to ensure each volunteer's involvement is a rewarding experience.

Volunteers at Kingston Community School require varying levels of competencies depending on their role in the school. Many volunteers are required to be registered volunteers.

Registered volunteers include people who have positions on Governing Council, School Committees, School Committees, work in classrooms, work with students, supervise DUCT or Open Access lessons, drive students to excursions, camps and sporting activities, assist with sports coaching, swimming, band supervision, or help in the library .

## **PROCESS**

To become a registered volunteer, an application and induction process is required

Registered volunteers must consent to a Criminal History screening check (if they are not parents), complete induction training and a Kingston Community School Application form. An appointment with the Deputy Principal to discuss and approve your application should be made when paper work is completed.

Parents attending camps and overnight stays must be screened. A Responding to Abuse and Neglect Volunteers Certificate (completed online) is also required.

Applications Packages are available from the Front Office or the School Website.

## **APPLICATION**

The Department application form requires specific information on:

Contact details

Skills and Abilities, - relevant to volunteering in the school

Association with our school- e.g. family members attending our school.

Areas of interest (for volunteering purposes)

Names of 2 referees.

Informed Consent Form Criminal History Screening Check - lodged through Kingston Community School at no cost to applicants, (NOT relevant for parents working in classes with their own child)

100 point check (if required for DCSI check)

Health information

Signed Agreement form

## **REGISTERED VOLUNTEER HANDBOOK**

Registered volunteers will be provided with a Volunteers Handbook.

Contents

Lesson times

Responsibilities of volunteers

Duty of Care

Confidentiality

Harassment and Bullying Information

Grievance procedures

Emergency procedures

## **INDUCTION PROCESS**

An induction meeting each term for volunteers wanting to complete their registration will include:

Duty of Care responsibilities/Code of Conduct.

Behaviour Management procedures.

WHS information

An 'Application to Become a Volunteer' package

## **SUPERVISION OF REGISTERED VOLUNTEERS**

Teaching staff who organize volunteers have the responsibility to supervise, and manage registered volunteers in accordance with Department guidelines.

Volunteers must be quickly and easily viewed, and accessible from a supervising staff members work area. The supervising teacher has duty of care of student's at all times.

Students travelling with registered volunteers in private vehicles need to have a number of consent forms completed by parents, including permission to travel in a private vehicle, and permission to travel with a parent. If students are not travelling with parents, they must travel in pairs or groups.

## **RECORD KEEPING**

Department sites are required to keep accurate records of registered volunteers' activities.

Essential Records at our site managed and retained by the school include:

Registered Volunteers Sign in Book

Dates and details of any issues raised by registered volunteers and actions taken.

Dates and details of any issues raised by others about registered volunteers, and actions taken.

Application information.

Description of the work undertaken

Dates and Areas where volunteers work

## **RESPONSIBILITY OF REGISTERED VOLUNTEERS**

### **Registered volunteers must:**

Sign in at the front office on arrival, and sign out on departure

Work under the direct supervision of a staff member.

Refer all concerns about students to the supervising teacher

Respect the rights of students

Maintain confidentiality at all times

Dress neatly and appropriately

Comply with all requirements in the Volunteers Handbook,

### **Registered volunteers must not:**

Approach or make contact with students other than those they are assigned to work with

Make contact with students during lunch, recess, or lesson breaks unless it is part of a supervised programme

Deviate from allocated work areas and specified tasks

Provide gifts, rewards, stickers or food for students (other than an occasional greeting card)

Photograph or video students

Breach confidentiality agreements

## **CANCELLATION OF REGISTERED VOLUNTEERS**

There may be a number of reasons for registered volunteers work to be cancelled at the school including:

Lack of suitable tasks available

Lack of suitable supervision available

Programme completion

Incomplete application

Principals or supervising teacher's discretion.

## **OTHER VOLUNTEERS**

A small number of volunteers who assist at our site with “one-off” events, and/or do not have direct contact with students are not required to be registered.

Where volunteers work for sponsored agencies such as School Ministries Group, Kingston Theatre group, Performances, Fundraising groups, Breakfast Club, SAPSASA, sponsoring agencies manage Criminal History Screening, and school staff assume duty of care for students.

Pre-Service teachers and work experience students must present their screening to the site before any work commences.

## **DUTY OF CARE – VOLUNTEERS**

The Principal and supervising teachers have a responsibility to support value and protect volunteers. At the same time they have a very important duty of care to all of the students in their charge. This duty of care cannot be delegated to volunteers.

Given the diversity of roles volunteers play at Kingston Community School, the approach to selection and induction of volunteers, and the required supervision that is required may vary slightly. However, where volunteers work directly with students, the school will ensure that all groups of people are protected.

Volunteers must not accept personal responsibility for any portion of the formal learning program or the school curriculum.

The supervising teacher assumes personal oversight and ultimate responsibility of students and the learning programme.

Volunteers may be left to work with a student for a short period of time but responsibility for the students' health, safety and welfare rests with the supervising teacher, who organizes your programme.

Volunteers will be made aware of the everyday risks associated with volunteering activities

It is the responsibility of the supervising teacher to brief volunteers of any possible risks involved with volunteering activities and provide volunteers with information to ensure volunteers appreciate the educational/recreational/social values of the activities planned.



## CODE OF CONDUCT – VOLUNTEERS

### **Confidentiality**

Volunteers are required to sign a confidentiality agreement with the school. By signing this volunteers agree that information pertaining to social and medical conditions, family situations, academic achievement and other facts of a highly personal nature are confidential and that volunteers are not to disclose this information to any person apart from appropriate school staff.

### **NonDiscrimination/Equity**

In keeping with Department policies volunteers should neither practice nor tolerate discrimination or harassment on the ground of race, creed, colour, place of origin, ethnic origin, ancestry, citizenship, political or religious affiliation, gender, sexual orientation, age, marital status, family relationship, economic status or disability.

Volunteers are required to treat all people with dignity care and respect.

### **Conflict of Interest**

As a volunteer it is important to discuss any potential conflict as soon as possible with the supervising teacher, and commit to being honest and proactive in identifying areas where there may be a possible conflict of interest.

### **Alcohol/drug use/smoking**

As a volunteer it is important to understand that volunteer duties must not be performed whilst under the influence of drugs or alcohol. Smoking is not permitted on site.

### **Limits/Gifts**

Volunteers must agree to maintain a “one step removed” personal limit with students. Direct contact with students and staff other than those supervising and requiring support should not be made. Emotional support should be minimal, physical contact of any sort is not appropriate.

Volunteers are not to provide gifts or food for students, except for a simple greeting card.

If volunteers find themselves in a situation that requires actions outside of guidelines or procedures, guidance and confirmation must be received from the supervising teacher or principal.

### **Dress**

Neat casual dress is required, appropriate for the volunteer work being conducted.

### **Images**

Volunteers must not take photographs or videos of students they work with, unless directed by the supervising teacher. All images remain the property of the school.

## **RESPONSIBILITIES OF VOLUNTEERS**

Volunteers at Kingston Community School must agree to:

Be reliable and commit, where possible, to regular day/s and time of work so tasks can be planned accordingly;

Be responsible to, and consult with their supervisor;

Ask for support when needed;

Agree to complete any training necessary to conduct volunteering at the site;

Abide by Kingston Community School Volunteers handbook and associated policies and procedures when completing work;

Appreciate and respect the confidential nature of information that may be acquired during the course of duties;

Discuss any grievances or problems with the supervising teacher. If these remain unresolved speak to the Principal;

Notify the supervising teacher if unable to attend volunteering sessions;

Show enthusiasm with work;

Agree to work in a safe and healthy way and not jeopardise the health and safety of others;

Inform Kingston Community School of any pre-existing or changes to medical conditions or special needs that might affect the volunteer's ability to undertake certain tasks;

Report any accident or injury immediately to the supervising teacher;

Sign in and out at the front office whenever on site;

Wear volunteer badges at all times.

## **RIGHTS OF VOLUNTEERS**

Volunteers at Kingston Community School have a right to:

An induction programme;

Adequate information and clear explanations of what is expected and why they are doing a task, and where it fits in Kingston Community School;

Be assigned a suitable project, task or job and to say no to tasks they are unable to do, or would rather not do;

Be treated respectfully by staff and students;

Have access to dispute resolution procedures and to be supported through such a process;

Have personal details kept in a confidential manner;

Work in a safe and healthy environment;

Be provided with a place to work and suitable equipment and resources;

Cease volunteering at any stage.

## GRIEVANCE PROCEDURES

All disputes should be solved through discussion with concerned parties. It is advisable that all disputes are dealt with in a timely fashion.

Privacy and confidentiality of individuals will be respected.

A grievance is defined as any rule or practice where the volunteer believes they have been treated unfairly, or where they have experienced a degree of unpleasantness or unhappiness on the job. A grievance may also deal with an attitude, a statement, or an opinion held by a staff member, student, volunteer, or parent.

The Grievance Procedure is as follows:

Talk to a person who can assist you to work through the matter in a confidential way, or seek advice from a trusted friend or colleague, or speak to the person concerned directly.

Such people include:

- The supervising teacher
- The student counsellor
- The volunteer

Wherever possible let the person know about the nature of your concern or query prior to a meeting. This means that both of you will be prepared and have all the necessary information to resolve the issue in an amicable way.

If together, or with a mediator or advocate, you are unable to resolve the problem, arrange a time to meet with the Principal.

The Principal has the right to involve outside personnel if necessary.

If the dispute is of a serious nature the supervising teacher or volunteer should put it in writing. In these cases the school will maintain records of the dates and nature of any issues raised and the actions taken.

Having followed the set guidelines with resolution not being achieved, the Principal and supervising teacher have the right to terminate a volunteer's work at the site to ensure the safety of students, and a conducive working atmosphere for all.

## HARASSMENT AND BULLYING

Kingston Community School intends to provide a volunteer environment that is pleasant, healthy, comfortable and supportive.

Kingston Community School will not tolerate harassment of any kind that is directed towards staff, students or volunteers. Harassment can take many forms. It may be, but is not limited to: words, comments, jokes, pranks, intimidation, physical contact, or violence.

Any harassment or bullying claims should be reported to the supervising teacher or Principal as soon as possible. All claims will be treated with confidentiality.

### **Sexual Harassment**

Sexual Harassment occurs when a person

- (a) makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the other person; or
- (b) engages in any other unwelcome conduct of a sexual nature in relation to the other person –

The Act defines “conduct of a sexual nature” to include:

- (a) subjecting a person to any act of physical intimacy;
- (b) making, orally or in writing, any remark or statement with sexual connotations to a person or about a person in his or her presence;
- (c) making any gesture, action or comment of a sexual nature in a person’s presence.

Whether the person intended to sexually harass his/her victim is irrelevant. It is how the victim feels that is important.

### **Bullying**

Bullying can take many forms.

The following are examples of bullying:

**Physical** bullying may include repetitive:-

- Hitting, kicking, punching, tripping, pinching, scratching, biting etc
- Pushing, shoving, spitting.
- Making rude gestures, inappropriate touching.
- Taking, damaging or interfering with something, which belongs to someone else.
- Making someone do something they do not want to do.

**Verbal** bullying may include repetitive:

- Teasing and put downs
- Threatening
- Making fun of someone because they are different
- Making fun of someone's actions
- Making someone do something they do not want to do
- Name calling

**Emotional** bullying may include repetitive: -

- Excluding others from the game or group
- Spreading stories about others, designed to hurt or embarrass
- Gossiping, whispering, facial expressions

If volunteers are being bullied:

- Tell the person who is bullying to stop.
- Talk to any staff member with whom you feel comfortable.
- Talk to the supervising teacher or Principal.
- Aim for a resolution to the incident

If you are a volunteer:

- Do not join in
- Let the bully know his/her actions are wrong
- Support the bullied student
- Report the matter to supervising teacher, or the Principal.

## LESSON TIMES

### 7 LESSON DAY NORMAL

<b>CLASS PERIOD</b>	<b>8:45 – 8:55</b>
Lesson 1	<b>8:55 – 9:40</b>
Lesson 2	<b>9:40 – 10:25</b>
<b>RECESS</b>	<b>10:25 – 10:50</b>
Lesson 3	10:50 – 11:35
Lesson 4	11:35 – 12:20
Lesson 5	12:20 – 1:05
<b>LUNCH</b>	<b>1:05 – 1:45</b>
Lesson 6	1:45 – 2:30
Lesson 7	2:30 – 3:15

### EARLY DISMISSAL (for End of Term, etc)

<b>CLASS PERIOD</b>	<b>8:45 – 8:55</b>
Lesson 1	8:55 – 9:40
Lesson 2	9:40 – 10:25
<b>RECESS</b>	10:25 – 10:50
Lesson 3	10:50 – 11:35
Lesson 4	11:35 – 12:15
Lesson 5	12:15 – 1:00
<b>LUNCH</b>	<b>1:00 – 1:40</b>
<b>Extended Home Group</b>	<b>1:40 – 2:15</b>



## EMERGENCIES PROCEDURE

### ACTION PLAN

***a) Evacuation***



Siren – intermittent (including bushfire threat)



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Siren – continuous

***b) Invacuation***



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# KINGSTON COMMUNITY SCHOOL

THE INVACUATION PROCESS STARTS WHEN THE SIREN SOUNDS CONTINUOUSLY FOR AT LEAST 30 SECONDS.




**Staff, students, parents and community members on the school grounds are to stop all activities immediately and move straight to the nearest lockable room via the quickest, safest way.**

Instruct students to remain in this position until notified in person by a member of the Emergency Response Team or by the evacuation siren (intermittent siren sounding for at least 30 seconds  -----). Staff and students will then proceed to gym for Principal's debrief.

## SPECIAL DUTIES

### ALL STAFF

- Lock all doors in the vicinity of the room.
- Lock all windows in the room
- Turn off all electrical devices including air-conditioners
- Instruct students/visitors/community patrons to move to safe areas on the floor
- Keep students (and others) calm and quiet until further instructions are received
- If working near toilets or other rooms with external access, check/lock external doors if safe to do so
- If moving to an unoccupied classroom from outside, ensure that doors are locked behind students
- **FOLLOW EVACUATION PROCEDURES WHEN SIREN SOUNDS INTERMITTENTLY FOR AT LEAST 30 SECONDS**  -----

### PRINCIPAL, (DEPUTY PRINCIPAL OR DELEGATE IF PRINCIPAL IS ABSENT OR OUTSIDE OF ADMINISTRATION AREA)

- Ensures a staff member contacts the police or other emergency services as required.
- Assigns staff to roles where required.
- Liaises with police
- Is the only person to speak to the media.
- Advise the District Office of the situation and take advice from the District Office as required

### FRONT OFFICE AND OTHER ADMINISTRATION STAFF

- Places prepared signage on main external door to inform visitors that invacuation process in place (if safe to do so)
- Ensures that main reception and entry doors and staff room exit doors are locked
- Provide up to date school information to families as requested

### LIBRARY STAFF

- Ensures community patrons follow invacuation processes



# KINGSTON COMMUNITY SCHOOL

## INVACUATION

### INVACUATION PROCESS

**Danger on site (or danger impacting on site)**




**Continuous Siren**  \_\_\_\_\_  
(for at least 30 seconds)



**Lock Down**

Staff, students, parents and community members on the school grounds are to stop all activities immediately and move straight to the nearest lockable room via the quickest, safest way.

Staff will remain in this position until notified by a member of the Emergency Response Team or by the **EVACUATION SIREN**  ----- for at least 30 seconds. Staff and students will then PROCEED TO GYMNASIUM for Principal's debrief.

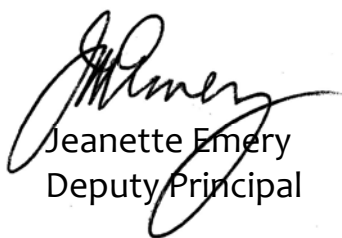
## THINGS TO COMPLETE (AFTER SITE INDUCTION)

- Make an appointment to see Jeanette Emery, Deputy Principal, to sign all of your information
- Bring all of your information back to school in a plastic pocket or folder.

## YOU NEED TO BRING

- Volunteer Application form – completed after site induction
- RAN Certificate – printed after online course has been completed.
- KCS Site Induction Certificate – signed after course has been completed face to face
- Volunteer Agreement - to be completed by applicant, but to be signed by Deputy Principal
- DCSI Screening Clearance – if you are not a parent and you have not lodged your screening through the school.

Regards,



Jeanette Emery  
Deputy Principal

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**Government  
of South Australia**  
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