



**RICHARD JOHNSON**  
ANGLICAN SCHOOL  
OAKHURST CAMPUS • MARSDEN PARK CAMPUS

# **VOLUNTEERS' HANDBOOK**



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## Introduction

Richard Johnson Anglican School (“RJ”) is delighted that you can bless our School community with your support and time. I’m sure you will benefit from helping as well, and hopefully 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 and we are glad that you too are investing yourself in this way to enhance the School community. RJ is both indebted and sincerely appreciative to every single volunteer.

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

If you have any questions, please contact your Supervisor or the Operations Manager, Mrs Stephanie Ghali (sghali@rjas.nsw.edu.au; 9677 2455 ext 165).

## STEP ONE – Compulsory Reading

Please read and consider this Handbook before you commence your voluntary activities. This information will protect your personal welfare, as well as 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 School would kindly request that you refrain from volunteering if you are not able to 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 School, 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 School.

Please visit [www.check.kids.nsw.gov.au](http://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. 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](mailto:admin@rjas.nsw.edu.au) BEFORE you engage in volunteer work (Appendix D). The School will be recording and checking all Volunteers to ensure compliance.

## STEP THREE – Sign-In Procedures

All Volunteers are to sign-in at the main School Reception (Oakhurst or Marsden Park) or the Primary Reception (Oakhurst) before entering the premises. You will also be expected to have read the Handbook and have had your WWCC Number already verified by the School. 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 School and/or 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 School's ethos, and have no reservations about the School'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 School staff member and should not obstruct staff in the execution of 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 confidentially any sensitive material or other such information they encounter whilst assisting the School, always being protective of the School's good reputation.
- h. It is preferable for personal mobile phones to 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 and/or the Operations Manager of any health issues that may limit their ability to perform their voluntary activity. This ensures the School can care for your needs.
- k. An appropriate modest standard of dress is requested, reflecting the high standard of the School 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 reasons of safety and security, it is absolutely essential that the Helper confines his/her attendance and involvement in the School on any given day 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 School 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 in close proximity 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 nature of the 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 discretion of the Principal, normally through the Head of Primary/Secondary.
- g. A conscious effort needs to 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.

## **Maintenance Volunteers**

Maintenance Volunteers will be provided with an extract from Safe Work Australia to ensure they understand the characteristics of hazardous manual tasks. Maintenance Volunteers are to ensure they know how to use the School's tools and heavy equipment correctly. Any uncertainty is to be raised immediately with the Supervisor.

## **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 School's First Aid Officer at Student Reception 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. In there has been a "near miss" occurrence, please submit an incident report 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 that you have been subjected to bullying or have witnessed someone else being bullied, please report this immediately to your Supervisor or the Operations Manager.

## 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 Operations Manager.

## Volunteer Workers Accident Insurance

The School holds insurance cover through ACE Insurance Limited for Voluntary Workers whilst they are engaged in School 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 School.

## Child Protection

The School's duty of care extends to the protection of children from abuse. You must not use your position as a Volunteer to take advantage of any student. The procedures followed will be in accordance with all relevant legislation, and will consider other appropriate practices and guidelines aimed at the protection of children.

Please speak to the Principal immediately should you believe that a student is at risk of significant harm and the circumstances that are causing concern for the safety, welfare, or well-being are present to a significant extent, i.e.:

- *“Sufficiently serious to warrant a response by a statutory authority irrespective of a family’s consent”.*
- *“Not minor or trivial”.*
- *“May reasonably be expected to produce a substantial and demonstrably adverse impact” on the student’s “safety, welfare or well-being”,*
- May be *“a single act or omission or an accumulation of these”.*

There are different forms of child abuse. These include neglect, sexual, physical and emotional abuse. You are not to investigate allegations or suspicions of significant harm. Investigations must only be carried out by an investigator specifically appointed for the purpose.

You are required to report any allegations or evidence of significant harm only to the Principal and deal with the matter confidentially.

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

\* *italics* - [www.keepthemsafe.nsw.gov.au](http://www.keepthemsafe.nsw.gov.au)



## **1. General Health**

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

## **2. Traffic Signs & Parking**

Observe all speed limits, advisory signs and lines relating to traffic flow whilst on School business. The School is not responsible for any personal damage that may occur to your vehicle whilst engaged in a School 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><b>Do this...</b></p>  <p><b>...to avoid this</b></p>  <p><i>You should bend your knees when lifting anything heavy.</i></p>	<p><b>Do this...</b></p>  <p><b>...to avoid this</b></p>  <p><i>Always check that your path is not slippery and be mindful of any uneven surfaces.</i></p>
<p><b>Do this...</b></p>  <p><b>...to avoid this.</b></p>  <p><i>Check there is no obstacle or trip hazards in your way.</i></p>	<p><b>Do this...</b></p>  <p><b>...to avoid this.</b></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' - means emergency lockdown at the Oakhurst Campus.**

**At the Marsden Park Campus lockdown is indicated by the ringing of the bell following by a long whistle.**

All activity should cease. Everyone is to move inside the nearest lockable space and listen for instructions. Volunteers are to follow instructions from the nearest staff member or move immediately to the closest indoor space in the absence of a staff member.

2. Staff should:
  - a. move all people into the closest lockable and secure area and lock all doors (especially external doors);
  - b. move people out of sight of external doors/windows and require them to be quiet;
  - c. shut blinds/curtains (where possible);
  - d. sit students on the floor and/or under desks (where appropriate); and
  - e. turn off lights (if safe).
3. The lockdown will be terminated via a verbal directive on the PA system from an Executive member of staff (or verbally advised – Marsden Park Campus).



### PROCEDURE

1. **The continuous long sound – ‘WHOOO WHOOP’ – means evacuate to the Evacuation Assembly Area (Hardcourt, unless otherwise advised) at the Oakhurst Campus.**

**At the Marsden Park Campus, there will be a continual ringing of a bell. The Evacuation Assembly Area is the Sports Field.**

All activity should immediately cease. Volunteers are to follow the directions of their Supervisor.

2. All Volunteers should move quickly and orderly to the nearest available exit and nearest stairs, using the established evacuation routes (if safe to do so). **In case of Fire – DO NOT STAY TO FIGHT A FIRE.** Appointed personnel will assess the situation to see whether the fire should be fought.
3. No person should re-enter a building (except for a trained Fire Warden and only if deemed safe to do so or as directed by the Principal).
4. Volunteers should move straight to the Evacuation Assembly Area which is the Hardcourt.
5. No one is to leave the Evacuation Assembly Area until the Principal (or nominee) advises the alarm is over.

### ROUTES TO EVACUATION ASSEMBLY AREA

Refer to classroom and hall diagrams.



Please return this completed Appendix D to

Mrs Stephanie Ghali  
Operations Manager  
Richard Johnson Anglican School  
PO Box 143, Plumpton, 2761

Alternately, you may email the relevant information to [admin@rjas.nsw.edu.au](mailto:admin@rjas.nsw.edu.au)

**First Name:** \_\_\_\_\_

**Middle Names:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**WWCC Clearance Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

(for verification purposes)

