



VOLUNTEER HANDBOOK

CONSTANT AND TRUE

Is reflected in our:

- ❖ Pursuit of excellence
- ❖ Commitment to faith
- ❖ Service to others

VISION STATEMENT

At St Rose we aim to create a Catholic learning community which nurtures, inspires and prepares individuals for their future.

MISSION STATEMENT

At St Rose we:

- Walk together as a faith community on a journey of discipleship in service to others
- Provide excellence in teaching and learning so that the potential of each child is achieved

Principal: Mrs Fiona Ngamu
Parish Priest: Fr Robert Borg
8 Rose Avenue
COLLARROY PLATEAU NSW 2117
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Email: srcpddb@dbb.catholic.edu.au

St Rose Collaroy - Volunteer Guidelines

Thank you for becoming a volunteer. Your contribution is valued and appreciated by both the class teacher and the school community of St Rose. Volunteering is an unpaid position, however there are many rewards. It promotes and develops relationships with teachers, students and parents. You will have a better understanding of the learning process and enhance students' learning.

Role of the Teacher

The teacher is the professional educator in the classroom with the responsibility for the teaching and learning of **all** students in the class. Therefore, the teacher is responsible for:

- Organising the classroom
- Grouping the students
- Planning and delivering the program
- Monitoring the learning
- Making informed, professional decisions about student's individual needs
- Communicating formally and informally with students and parents about teaching and learning programs and individual progress

Role of parent volunteers

In order for your experience to be pleasurable and rewarding St Rose has the following expectation:

- Liaise with the teacher
- Support the teacher's educational program through a variety of classroom tasks/activities
- Provide individual or group support
- Keep the group or individual on task
- Encourage positive behaviour
- At all times maintain confidentiality



St Rose Collaroy - Volunteer Guidelines

We hope the following information supports you in your volunteer activity at St Rose.

1. CONFIDENTIALITY

The time you spend in the classroom is a 'snapshot' of how that class operates and functions on a daily and weekly basis. It is appropriate that volunteers maintain:

Confidentiality of all members of the school community. Parent volunteers operate on the premise of genuine respect and trust for each student and adult.

Classroom volunteers have many responsibilities, form many relationships and sometimes are privy to sensitive and confidential information. The highest professional ethics must be understood, observed, valued and practised by all participants at all times. Therefore, it is "Not appropriate" for Volunteers to ever mention the name of a teacher or child nor make comments regarding the curriculum or resources in the school.

All volunteers must maintain confidentiality about students and classroom practices. Volunteers are expected to adhere to St Rose's Mission and Vision statement and consistently apply these values in their role as a volunteer.

Criticism of any child or teacher is not respecting confidentiality.

PLEASE READ AND SIGN CONFIDENTIALITY AGREEMENT AND RETURN TO THE SCHOOL OFFICE.

2. BEHAVIOUR MANAGEMENT

The school has a clearly defined Student Behaviour Management Policy.

Parent Volunteers support the "Positive Behaviour for Learning" approach of the school and refer all discipline problems directly to the classroom teacher.

Volunteers are encouraged to build a positive relationship with the child and actively encourage positive behaviour at all times. It is not the role of the volunteer to discipline students nor accept inappropriate behaviour. The assistance of the teacher is to be requested if problems occur.

3. PRESENCE of PRESCHOOLERS

Family involvement is central to the culture of THE St Rose community. However, the attendance of toddlers/ preschoolers within classrooms and excursions is not able to be accommodated as it distracts students from their learning.

4. CONTACT with YOUR CHILD

Parents may occasionally work with their own child but need to provide support to the teacher and general classroom members. Volunteers may not be allocated to work with their own child.

All volunteers should chat with their child to explain their role and responsibilities prior to first commencing their voluntary activities.

5. ATTENDANCE

Volunteers need to let the class teacher know if they are unable to attend a session so that the teacher can adjust the learning tasks.

It is expected that the classroom volunteer will maintain the highest respect for regular attendance and appropriate time commitments as negotiated with the classroom teacher.

Classroom volunteers need to sign in at the COMPASS Kiosk at the school office and wear identification as a school visitor, whilst in the school.

6. TRAINING for PARENT VOLUNTEERS

St Rose values the family and school partnership to improve student learning and motivation. Therefore, training will be provided where necessary.

7. VOLUNTEERS OUTSIDE the CLASSROOM

A variety of excursions are regularly planned throughout the year. These are planned as integral parts of the student's learning. Parent volunteers are encouraged to participate and support group activities.

8. EMERGENCIES

Each classroom has an evacuation procedure displayed on the back or near the entrance door. Familiarise yourself with this and listen for instructions should an emergency announcement be called.

Frequently Asked Questions

- **What if the parent of my volunteer child wants information? What do I tell them? What do I say?**
 - I really enjoy working with, but it's not my role to comment on his/her learning. Why don't you have a chat to the teacher...?
 - I like being a (reading) helper but can't comment about individual children in my group. We all agreed to respect each child and not chat about their work/learning....
- **Should I / how do I discipline a child in my care?**
 - Use positive comments that affirm your high expectations (see over)
 - If problems discuss with the classroom teacher
- **How /when do I talk to the teacher about concerns, I may have about my (volunteer) child?**
 - If concerns need immediate attention, write a message for the teacher to contact you – leaving several appropriate times you are available
- **What do I need to know about reading if I'm a reading volunteer?**
 - Teachers will assist volunteers and explain tasks to be completed.
 - "Conversations about learning..." with the Assistant Principal will enhance knowledge and understanding in how students learn today.
- **Can I debrief with other volunteers?**
 - NO – maintaining respect for each student is essential.
- **Do I go and chat with my own child when volunteering in the classroom?**
 - If appropriate, a smile is always OK. Do not interrupt their own activities or learning groups and remember that older children never like to be embarrassed!
- **What if I'm late – or cannot attend my roster?**
 - Ring the school administration – leave message for teacher via email.





VOLUNTEERS CONFIDENTIALITY AGREEMENT FORM

I _____ have read the Volunteer Handbook and understand the role and responsibility of a volunteer in the classroom and other areas within the school community. I will abide by the rules of confidentiality and privacy. I understand that toddlers and preschoolers cannot be accommodated in the classroom learning environment.

Signed: _____

Date: _____

Thank you for volunteering. Please return this form to school office.



Declaration for Volunteers/Contractors Catholic Schools Broken Bay

This declaration is to be completed by Volunteers or Contractors who are engaged by Catholic Schools Broken Bay but who are not required to hold a Working With Children Check number.

1. This declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors who will have direct contact with children in the provision of administrative, clerical or maintenance services or other ancillary services, however the work will not ordinarily involve contact with children for extended periods.

Once the person has completed and provided this declaration, the person can commence engagement as a volunteer or contractor. The completed declaration will be filed securely at the school in accordance with the school's privacy policy.

2. This declaration does not apply to:

- (i) Volunteers and contractors who will provide personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing), or mentoring services as part of a formal mentoring program provided by a government or non-government agency – who will be required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Children's Guardian) as a condition of engagement. If they do not have this yet, they must apply to obtain this from the NSW Children's Guardian.
- (ii) Contractors whose work will ordinarily involve direct contact with children for extended periods – these contractors will be required to have a WWCC Clearance Number as a condition of engagement.
- (iii) Volunteers (including parents) whose work will involve direct contact with children while attending overnight camps/excursions – are required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Children's Guardian) as a condition of engagement.

Surname	First Name	Middle Name	
Other names/aliases (include all names or aliases used currently or in the past)		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	
Date of birth (DD/MM/YYYY)	Place of birth (City, State & Country)	Telephone	
Address (Number, Street, Suburb/City)		State	Postcode
Name of School			

It is an offence for a disqualified person as defined in section 18 of the [Child Protection \(Working with Children\) Act 2012](#) to undertake or remain in child-related employment. Without limiting the application of section 18 of the Act, this includes persons who have been convicted of the following offences (including equivalent offences in other states):

- murder of a child;
- manslaughter of a child (other than as a result of a motor vehicle accident);
- an offence involving intentional wounding or causing grievous bodily harm to a child by an adult who is more than 3 years older than the victim;
- the common law offence of rape or attempted rape;
- an offence under the [Crimes Act 1900](#) relating to sexual assault, aggravated sexual assault, aggravated sexual assault in company, assault with intent to have sexual intercourse, indecent assault, aggravated indecent assault, or the attempt to commit any of these offences;
- an offence under the [Crimes Act 1900](#) relating to sexual intercourse-child under 10, Attempting, or assaulting with intent, to have sexual intercourse with child under 10, Sexual intercourse-child between 10 and 16, Attempting, or assaulting with intent, to have sexual intercourse with a child between 10 and 16, Persistent sexual abuse of a child, Procuring or grooming child under 16 for unlawful sexual activity, Sexual offences-cognitive impairment, Sexual intercourse with child between 16 and 18 under special care;
- an offence under the [Crimes Act 1900](#) relating to incest, incest attempts, bestiality;
- an offence under the [Crimes Act 1900](#) relating to Sexual assault by forced self-manipulation, Causing sexual servitude, Conduct of business involving sexual servitude;
- kidnapping unless the offender is or has been the child's parent or carer;
- an offence under the [Crimes Act 1900](#) relating to Promoting or engaging in acts of child prostitution, Obtaining benefit from child prostitution, Premises not to be used for child prostitution, Production, dissemination or possession of child abuse material;
- an offence under the [Crimes Act 1900](#) relating to injuries to child at time of birth, Abandoning or exposing a child under 7 years;
- an offence under the [Crimes Act 1900](#) relating to Voyeurism, Filming a person engaged in private act, Filming a person's private parts;
- an offence under the [Crimes Act 1900](#) relating to installing device to facilitate observation or filming
- an offence under the [Criminal Code of the Commonwealth](#) relating to Sexual intercourse with child outside Australia, Aggravated offence-child with mental impairment or under care, supervision or authority of defendant, Persistent sexual abuse of child outside Australia;
- an offence under the [Criminal Code of the Commonwealth](#) including Procuring child to engage in sexual activity outside Australia "Grooming" child to engage in sexual activity outside Australia;
- an offence under the [Criminal Code of the Commonwealth](#) relating to Sexual servitude offences against a child;
- an offence under the [Criminal Code of the Commonwealth](#) relating to Using a postal or similar service for child pornography material; or
- attempt, conspiracy or incitement to commit the above offences.

Declaration

I declare that I am not a disqualified person within the meaning of section 18 of the Child Protection (Working with Children) Act 2012. I undertake, as a condition of my continuing to perform child-related work (including volunteering) that I will notify the school of any conviction imposed on me for an offence, or finding that I am guilty of an offence, or finding that the charge for an offence against me is proven, where the offence is of the kind referred to in this Declaration.

I am aware that providing false or misleading information in this document may lead to the following:

- the Diocese of Broken Bay withdrawing any offer of engagement that it has made to me; or
- the Diocese of Broken Bay terminating my engagement; and
- the Diocese of Broken Bay considering any false or misleading information I provide, when considering any future applications by me for employment or engagement.

Signature	Date
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March 2020



Contractor / Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School or Catholic Schools Broken Bay (CSBB), you will be providing [name of School or CSBB] with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for a reasonable period of time.
4. The CSBB's Privacy Policy, accessible on CSBB's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the school or CSBB has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to. We usually disclose this kind of information to Catholic Schools NSW and the Catholic Commission for Employment Relations.
6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
7. The school or CSBB may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the school's or CSBB's use of online or 'cloud' service providers is contained in the CSBB Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why.

You can obtain further information about privacy from:

- the School Principal
- The Privacy Officer
Catholic Schools Broken Bay
P O Box 967
Pennant Hills NSW 1715

Safe School Expectations

Undertakings for Contractors and Volunteers

Please note that if you are engaged in a school for work or in a voluntary capacity it is important that you understand children can be vulnerable and need to be protected by safe and trusted adults. Your right to work or volunteer in a school is conditional on understanding that children need to be protected and that you adhere to the conditions listed below. At any time, this right can be revoked if these conditions are not complied with.

School/College: _____

Name of Contractor/Volunteer: _____

1. On arrival **proceed immediately to reception and sign on** prior to any work occurring. You will be issued with a visitor tag /id that you must wear whilst on site. Staff and students will look for this tag as you move through the school.
2. Leave your **mobile phone number at the reception** in case the Principal needs to contact you.
3. **Do not under any circumstances enter student toilets or change rooms.** You are only allowed to use staff/adult toilets if they are available.
4. **Do not use canteen facilities** without permission from the Office staff.
5. **Do not drink alcohol or smoke** on school premises.
6. **Do not interact with any student outside the course of the approved work** you are providing to the school. If a student approaches you or you see student behaviour that concerns, you advise the teacher closest to you or Principal.
7. **You should not be alone with any student** particularly in a closed room (unless approved by the principal as it relates to the work you are undertaking).
8. **Do not exchange phone or mobile numbers** with any student or connect with them through any social media (unless approved by Principal).
9. Understand that as a contractor or volunteer **you are subject to NSW child protection legislation** relating to reporting Risk of Significant Harm (Children and Young Persons (Care and Protection) Act 1998 and Allegations Against Employees (Children's Guardian Act 2019).

As a contractor/volunteer you are required to be supervised during the time you attend the school.

Undertaken and statement:

I, _____ of _____ (service or address) have read the above.
I understand points 1-9 and undertake to adhere to these requirements.

Signature: _____ Date: _____

Office use only:

Staff name: _____ Signature: _____

Date: _____

March 2020