



## VOLUNTEERING AT HALE SCHOOL

### Introduction

Welcome and thank you for your generosity in offering to be a Volunteer in our school community. You are providing a unique gift when you spend your time with us. As a Volunteer at Hale School, you will be a valued member of our community.

The aim of this handbook is to give you an introduction to volunteering and provide you with information about the processes and procedures at Hale School. This handbook will form part of your volunteer induction. Further training and information may be required for specific volunteer roles. The person who will guide you and be your main contact at Hale School is your site leader.

As a Volunteer, you will bring a rich and diverse mixture of culture, life experience and expertise from your professional life and community. We hope that you enrich the lives of our boys and in turn, are enriched by your experiences.

To be a volunteer at Hale School, you must be 18 years of age or older and have completed your schooling.

### Principles of Volunteering

Listed below are the nationally recognised principles of volunteering which Hale School supports:

- Volunteering benefits the community and the volunteer.
- Volunteer work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is not compulsorily undertaken to receive pensions, government allowances or to receive remuneration in any form.
- Volunteering is a legitimate way in which people can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed in the not-for-profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers.
- Volunteering respects, the rights, dignity, and culture of others.
- Volunteering promotes human rights and equality.

*Reference: Definitions and Principles of Volunteering. Volunteering Australia*

In addition, volunteers at Hale School must support our School values, Anglican purpose, and our Codes of Ethics and Conduct.



## Volunteer Rights

The school believes that Volunteers have the following rights:

- To work in a healthy and safe environment – in accordance with Work Health and Safety Legislation.
- To be adequately covered by insurance.
- To be given a copy of the organisation's volunteer policy and any other policy that affects your role.
- Not to fill a position previously held by a paid worker.
- Not to be asked to do the work of paid staff during industrial disputes.
- To have a role description.
- To have access to a grievance and complaints procedure.
- To be provided with an induction to the school.
- To have confidential and personal information dealt with in accordance with the principles of the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012.
- To be provided with sufficient training to carry out your volunteer role.

At the same time, the Hale School community has the right to

- Expect volunteers to represent the school in a positive way.
- Expect volunteers to fulfil their volunteer role to the best of their ability.
- Discuss the volunteer's performance with the volunteer.
- Expect clear and open communication.
- Require volunteers to respect the privacy and confidentiality of information relating to schools, students, and staff (Australian Privacy Principles (APPS) - Commonwealth Privacy Act 1988).
- Require volunteers to support the religious purpose of the school and the school's values and Anglican identity.
- Work effectively within the school's, guidelines, policies, and procedures

## Code of Conduct

Hale School recognises volunteers as a very important part of our community. It is essential that as a member of this community, you have a good understanding of 'the way we work' at Hale School. This set of standards, values and beliefs is set out in our Code of Conduct for all Staff and our Code of Ethics. These documents clearly establish the school's expectations of volunteers with respect to their personal conduct. The Code of Ethics and Code of Conduct for all Staff, apply to all volunteers at Hale School. As a volunteer, you have a duty to read and familiarise yourself with the Codes and with any variations or amendments that may be made over time.

Both the Code of Ethics and the Code of Conduct for all Staff can be found on our web page: [\*\*www.hale.wa.edu.au/about-hale/policies/\*\*](http://www.hale.wa.edu.au/about-hale/policies/)

Once you have read these, please ensure that you complete the online induction that focuses on both codes here: [\*\*www.surveymonkey.com/r/VolunteeringatHale\*\*](https://www.surveymonkey.com/r/VolunteeringatHale)



## Child Protection

We take our responsibilities regarding child protection very seriously at Hale School.

### **Volunteer Screening**

You will be required to obtain a Working With Children Check (WWCC) as a volunteer.

Volunteers are legally required to inform the school if they have been charged with any criminal offences which may impact their ability to perform in their role as a volunteer. Volunteers are required to inform the school as soon as an allegation is made against them. This requirement includes any that are made against you external to the school in which you are volunteering.

### **Obligations to Protect Children**

A volunteer who suspects a child has suffered harm from abuse or neglect is required to report the matter to the Headmaster as soon as possible and certainly within 24 hours of becoming aware of the harm or risk of harm. If the Headmaster is unavailable then the report must be made to the Deputy Headmaster or their delegate (i.e., Head of School).

Volunteers may also report their concerns directly to the Department of Communities "Central Intake Team" on 1800 273 889. Volunteers who have reasonable grounds for suspecting a child has suffered maltreatment, or that there is a risk of significant harm, can lawfully make such a report without fear of legal repercussion. Depending on the nature of the situation, the Headmaster or his delegate may report or identify the concern to the Department of Communities. A volunteer may also report suspected child abuse directly to The Department of Communities by following the information found here: [www.wa.gov.au/organisation/departments/departments-of-communities/concerns-the-safety-or-wellbeing-of-child-or-young-person](http://www.wa.gov.au/organisation/departments/departments-of-communities/concerns-the-safety-or-wellbeing-of-child-or-young-person)

If you have immediate concerns that a situation poses a severe risk to the health and wellbeing of a child and is life threatening, then please contact the police on 000.

### **Reporting Concerns**

The Code of Conduct sets out the responsibility staff must report concerns regarding the behaviour of peers. These 'reportable concerns' are defined as 'grooming' behaviours, any sexual offence, sexual misconduct, any physical assault, ill treatment or neglect of a child or any behaviours that cause psychological harm.

Hale School has an obligation under the law to investigate any of the above allegations even if the allegation relates to matters that occur away from your role as a volunteer. A sustained allegation *may* affect both your ability to continue as a volunteer or your ability to obtain a future WWCC.

Hale School is committed to providing a safe environment for boys. If you become aware that a child protection allegation has been made against an employee or volunteer of the School you must report this to the Headmaster immediately.



## General Policies, Procedures and Standards

### **Dress Code**

Volunteers are not required to wear uniforms. We do require you wear comfortable non-slip, enclosed footwear, and casual neat clothing suitable to your volunteer role. Some clothing, e.g., tee-shirts may be offensive to other people. Please consider this when selecting an appropriate outfit. If your role requires you to use personal protective equipment (PPE), this will be supplied to you with instructions of use.

### **Identification**

You will be required to wear identification provided by the school when volunteering for the school. This identification should be worn whenever you are carrying out your volunteer role and will identify you as a volunteer. The identification must be returned when you sign out following your volunteering role.

### **Smoking**

Smoking in any form is not permitted in any of the school facilities or whilst you are accompanying boys on any Hale School activities.

### **Health Issues/Medication**

Never purchase, give medication, or administer medication to a student. If you are required to give food or drink to a student, please check with the staff member responsible before, as there may be health issues of which you are not aware. If you are concerned about the student's welfare or treatment, please speak to the Headmaster.

### **Excursions**

Risk assessments are completed prior to all excursions. If you are asked to attend an excursion, you will be advised of the details of your role.

### **Infection Control**

It is important to be aware of the risk of spreading infection. Preventing the spread of infection is especially important when working with children. If you have an infection or virus (e.g., flu) it is important to contact your site leader before going to your volunteer role, as it may be safer for you and the students for you to fully recover before returning to your role. You should check and maintain your own vaccination status for COVID and common childhood illnesses and tetanus.

### **Allergies**

You must advise your site leader of any allergies you have. You need to be aware students may themselves have allergies, particularly to nuts etc. You need to familiarise yourself with the school's anaphylaxis policy. Please ask about this policy when you visit the school's Health Centre with your site leader.

### **Setting Your Limits**

Sometimes you may be asked to do something that you do not feel comfortable with, or that you do not feel is part of your role. Do not be pressured to agree to anything. Discuss the issue openly and honestly. As a volunteer you are perfectly within your rights to say NO to something that is outside your agreed role. We would rather discuss the issue with you and find an alternative than have you unhappy in your role. You must say "no" to anything unlawful. If you are uncertain about any request, contact the Human Resources Office or the Headmaster.



### **Grievance, and Complaints**

A grievance is a real or perceived cause for complaint. A grievance can be about discrimination, harassment or any other related decision or behaviour which that person sees as unfair, upsetting, or unjust. If you are not sure how to handle the problem or just want to talk confidentially with someone other than your site leader, then you can seek advice from the Human Resources Office or the Headmaster.

### **Privacy**

Hale School will retain your personal information strictly in accordance with the provisions of privacy legislation and the School's Privacy Policy. As a volunteer at any time, you may request access to all information held about you by the school.

### **Photographs and Images**

While working at Hale School as a volunteer you will need to acknowledge and accept that the School and its agents and employees may use photographs and/or audiovisuals of you and/or your volunteering activities for the School in any publication, on display boards, in any electronic form or media or for any School use whatsoever, and you fully understand the contents, meaning and impact of this release. You agree that you have no right to royalties or other compensation arising from or relating to the use of photographs or other audiovisual images. You hereby agree to release, defend, and hold harmless the School and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution.

### **Insurance**

The School's insurer covers provision for voluntary workers' personal accident insurance. So please be assured that while you are working in the capacity of a volunteer at Hale School, you will be covered.

### **School Values and Expectations**

At all times it is imperative to uphold the School's values and standards of conduct and comply with the School's policies and procedures. Failure to meet these expectations and commitments, comply with policies and procedures, or demonstrate inappropriate behaviour toward students, parents and staff may result in the cancellation of the Schools agreement to engage you as a volunteer.

### **Policies and Procedures relating to Child Safety at Hale School**

Please read the following Policies and Procedures, outlined on the policy section of the Hale School website: [www.hale.wa.edu.au/about-hale/policies/](http://www.hale.wa.edu.au/about-hale/policies/)

- Child Safe Policy
- Child Protection and Mandatory Reporting Policy
- Code of Ethics
- Staff Code of Conduct

Once you have read these, please ensure that you complete the online induction that focuses on this policy content: [www.surveymonkey.com/r/VolunteeringatHale](https://www.surveymonkey.com/r/VolunteeringatHale)

**Working with Children Check**

Prior to commencing, you must produce to the School a valid Working with Children Check (not a receipt). If you are applying for a new Working with Children Check, please nominate Hale School as the organisation at which you are volunteering.

You must continue to maintain and keep current, a valid Working with Children Check during your volunteer engagement with the School. In the event that your Working with Children Check expires or status changes, you must not undertake any voluntary activity until renewal or positive notification is received by the School.



## Volunteer Orientation Induction

Prior to commencing Volunteer work at Hale School, we ask that you complete the following in conjunction with your Site Leader:

- ☐ Complete the Volunteer Induction Declaration on the last page of this booklet – to be signed by both you and your Site Leader
- ☐ Site Leader to provide a brief description of your volunteer roles which have been assigned to you along with the dates/lessons volunteer work is to be undertaken by you.
- ☐ Site Leader to go through an Orientation of the workspace

Introduction to the physical site and the key people at the school, along with an explanation of each person's role

This will be followed by a tour of the workspace, including storage areas, staff area, kitchen, site boundaries, car park, room locations, emergency exits, first aid kit, and toilets for adults to use.

It is also important that the site leader covers the following administrative information with you:

- Arrange appropriate security, name badge, and demonstrate sign in processes
- Provides a site map
- Provides a statement about the duration of the agreement, the role, and the tasks to be undertaken by you
- If required, provides a Duty of Care Agreement if you are taking on board the—specific responsibilities, normally undertaken by a teacher
- Outlines daily routines and the timetable for boys
- The processes for reporting absences (calling in sick), and reimbursement of out-of-pocket expenses while at work. Reimbursement for travel to and from your volunteer role is not permitted.
- Please understand that as a volunteer, you will *not* be paid for your services.

### Communication procedures, policies, and processes.

Please make sure that you understand the following and discuss it with your site leader.

- ☐ **Information Communication Technologies:** If you are provided access to the School's Computer Network, you must use those resources in accordance with the School Policy and in a manner that supports the educational goals and objectives of the School. The School uses computer software under license and that software may not be reproduced or copied in any way. You must use all software only in accordance with applicable license agreements and must not make, acquire, or use unauthorised copies of the software.
- ☐ **Confidentiality:** You are required to maintain complete confidentiality in all information concerning the School and students about which you may be made aware. Any disclosures of confidential information (including personal information kept on computers or other media) made unlawfully outside the proper course of providing your volunteer role will be a serious breach of your obligations as a volunteer.
- ☐ **Privacy:** Privacy laws protect personal information about volunteers (including photographs and video footage), students and staff. You may need to be told specific details about a child to enable you to carry out your volunteer role. We will only provide information that is necessary for your role. Not all volunteers you are working with may need to be aware of this information. Therefore, this





information needs to be treated as private and confidential. We hope you will become a valuable member of the team providing support for our people. To achieve this aim, you need to develop a relationship with the students, staff, and other volunteers within the school community. These relationships must, however, respect professional and child protection boundaries.

- ☐ Make sure you are shown how to find the **procedures and processes for communicating** with children or students, other staff and volunteers, families, and the community (for example, newsletter, emails, communication noticeboards, and department policies). Please understand that if there's a message to be passed on outside of the scheduled volunteering, it always needs to go through the staff member and not be given directly by you to the child, student, or family.

### **Site work health and safety (WH&S) – including injury management**

- ☐ Please make sure that your site leader has provided the following information about relevant work health and safety policies, procedures, and responsibilities. This includes:
  - incidents, injury, hazards, and reporting requirements, first aid, emergency procedures (including but not limited to: evacuation, fire, bomb threat, lockdown) location of WH&S information (for example, noticeboards in designated staff areas, how to do safe manual lifting).
  - And that they introduce you to the key safety contacts: safety systems officer, and school nurses at the Health Centre.

Hale School recognises the valuable work of our volunteers. Your site leader and others will continue to discuss with you during the time you volunteer any issues you may have to see if you are happy and managing the tasks within your role. Please be aware that feedback is always welcomed by the School and you are encouraged to discuss any concerns you may have with the Headmaster.

We hope you will have a positive and rewarding experience as a volunteer with the community at Hale School and we thank you for the time you will give in supporting our boys.





## Volunteer Induction Declaration

Prior to your commencement as a Volunteer at Hale School, please complete and provide the following to your site leader who will record and check your submitted documents and co-sign this declaration with you.

- ☐ Complete the Hale Volunteer Code and Child Protection Induction here:  
[www.surveymonkey.com/r/VolunteeringatHale](http://www.surveymonkey.com/r/VolunteeringatHale)
- ☐ Submit copies of your:
  - Valid Working with Children Check
  - Valid driver's licence or another form of ID to confirm you are 18 years of age or older
  - Proof of Australian citizenship

### Volunteer Information

Volunteer Name: \_\_\_\_\_

Volunteer email: \_\_\_\_\_

Volunteer mobile: \_\_\_\_\_

Emergency contact name and mobile: \_\_\_\_\_

### Declarations

**Volunteer:** I am aware that my volunteering will be reviewed on a regular basis and that I will be given training, extra information and feedback as needed. I declare that all items in this document have been discussed with me, that I have completed the online Volunteer Hale Code and Child Protection Induction, I understand my obligations in relation to the School's Code of Conduct, Child Safety and Child Protection Policies, Procedures and guidelines and I have provided all the required information.

Volunteer signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Site leader:** I have recorded the volunteer's details according to the Volunteer procedures.

I confirm that all items in this document have been reviewed, checked, and covered correctly. I have explained the School's Code of Conduct, our obligations in relation to Child Safety and Child Protection, checked that the Volunteer under my care has completed the Volunteer Hale Code and Child Protection Induction and have provided copies of relevant information in accordance with the School's Privacy Policy

Site Leader Name: \_\_\_\_\_

Site Leader signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a copy of this signed declaration, and if required, Duty of Care Agreement to the department you will be working with at Hale.