

Karingal Primary School



Volunteer Occupational Health and Safety (OHS) Induction Handbook & Child Safe Standards

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Volunteer Occupational Health and Safety (OHS) Induction Handbook

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Volunteers

DEFINITION OF VOLUNTEER

A volunteer school worker is a person who voluntarily engages in school work or approved community work, without payment or reward. School Work means:

- Carrying out the functions of a school council
- Any activity carried out for the welfare of a school, by the school council, any parents' club or association or any other body organised to promote the welfare of the school
- Any activity carried out for the welfare of the school at the request of the principal or school council
- Providing and assistance in the work of any school
- Attending meetings in relation to government schools convened by any organisation which receives government financial support.

OPPORTUNITIES FOR INVOLVEMENT AT KARINGAL PRIMARY SCHOOL

At Karingal Primary School, we know that children do better in all sorts of ways when their families and the local community are involved in their education.

We welcome you to our school community! There are many ways for you to get involved at a time and level that suits you.

We welcome mums, dads, step-parents, grandparents, carers, brothers and sisters (especially little ones), aunts, uncles, friends and community members to our school. You can share skills and talents, or your time and willingness to join in with school activities. It can be during the day, or after school hours, at home or at school. Most important, is having fun with your children, and showing them how important their learning is to you.

It's true – kids really do better when you get involved in school life.

VALUE OF VOLUNTEERS

Volunteers are a valuable asset to communities. With their help, communities are able to address issues and accomplish tasks. Often projects, events and activities would not happen without the time, commitment and support of volunteers.

Benefits include:

- Strengthened community
- Increased assets
- Being connected
- Having a say
- Informed involvement

Increased value for families

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PRIVACY / CONFIDENTIALITY

Volunteers are a vital part of the team, when working with children and school staff. Staff may share personal information about children with you to help you perform your job. Students or group members may at times reveal personal information about themselves.

Personal details such as names, addresses, telephone numbers and discussions with students or group members must not be discussed with anyone outside the school.

It is also important to remember that describing a child's or a family's circumstances to anyone outside the school may lead to that person being identified by people outside the school, and therefore breaks confidentiality.

In working with students or groups it is important to explain that you are working as part of a team with the relevant staff member involved. This will make your position clear and set the ground rules for you to be able to convey information to the staff member involved.

What is considered confidential will vary from person to person and such information may fall into the category of financial, health, sexuality, family or legal issues. However this information should not be repeated to anyone not involved in this particular activity or role.

A CONFIDENTIALITY AGREEMENT IS PROVIDED FOR YOU TO SIGN IN THIS KIT

VOLUNTEERS' RESPONSIBILITIES:

- It is appreciated if you can notify the appropriate person if you are unable to attend or are running late, or take holidays or cease volunteer work.
- Notify the appropriate people of changes to your contact details.
- Respect confidentiality of all students, families, volunteers and staff (confidentiality agreement included).
- Treat everyone with respect and dignity.
- Volunteers are **not** responsible for disciplining students – if you have any concerns about a student's behaviour, talk to a school staff member.
- To adhere to the Karingal Primary School's Child Safe Policy and Child Safe Code of Conduct.

SCHOOLS' RESPONSIBILITIES:

- To provide a contact person who can assist you with any queries or concerns.
- To notify you of changes that may affect your role.
- To provide a safe and supportive work environment.
- Treat everyone with respect and dignity.
- To provide appropriate training.

To comply with Department of Education requirements, Karingal Primary has put together this document to meet these requirements.

All Volunteers and required to:

- report to the general office or designated site contact upon arrival at site
- complete the Induction process on your first visit and then annually.

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- sign in/out and ensure their visitors pass is worn at all times whilst on DET or other premises
- have a current Working with Children Check
- sign a Confidentiality Agreement
- complete the Emergency Contact List

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Child Safe Standards



CHILD SAFE POLICY

Rationale:

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Bill 2015 to introduce child safe standards into law. The standards will commence from 1 January 2016 for most organisations working with children, with the aim of promoting cultural change in the way organisations manage the risk of child abuse and neglect.

The child safe standards aim to drive cultural change in organisations that provide services for children so that protecting children from abuse is embedded in everyday thinking and practice.

Karingal Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Karingal Primary School **has zero tolerance for child abuse.**

Every person involved in Karingal Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make

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Aims:

Karingal Primary School is committed to promoting and protecting at all times the best interests of children involved in its programs.

All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

Everyone working at Karingal Primary School is responsible for the care and protection of the children within our care and reporting information about suspected child abuse.

Child protection is a shared responsibility between Karingal Primary School, all employees, workers, contractors, associates, and members of the Karingal Primary School community.

Karingal Primary School will consider the opinions of children and use their opinions to develop child protection policies.

Karingal Primary School supports and respects all children, staff and volunteers. Karingal Primary School is committed to the cultural safety of Aboriginal and Torres Strait Islander children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with a disability.

If any person believes a child is in immediate risk of abuse, telephone 000.

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Implementation:

Karingal Primary School will implement the Child Safe Standards to ensure the safety and wellbeing of all students at the School and promote an organisational culture that manages the risk of child abuse and neglect.

Our School has developed policies and procedures that aim to keep children safe.

“In its planning, decision-making and operations Karingal Primary School will

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions, which affect their lives and provide opportunities for discussions, forums and relevant surveys.
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;

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8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.”

The following standards will provide a framework to identify gaps and improve policy and practices around child safety.

Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements (See Appendix 1: School Child Safe Definitions)

Standard 2: A child safe policy or statement of commitment to child safety (See Appendix 2: Statement of Commitment to Child Safety)

Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children (See Appendix 3: Child Safe Code of Conduct)

Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel (See Working with Children Check Policy)

Standard 5: Processes for responding to and reporting suspected child abuse (DET Mandatory Reporting policy which can be found at <http://www.education.vic.gov.au/school/principals/spag/safety/Pages/childprotection.aspx> and Mandatory Reporting Policy)

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Standard 6: Strategies to identify and reduce or remove risks of child abuse (See Appendix 4: Child Safety Risk Management Plan)

Standard 7: Strategies to promote the participation and empowerment of children (See Student Engagement and Inclusion Policy)

Evaluation:

This policy will be reviewed every 12 months.

This policy was last ratified by School Council in June 2021.

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Appendix 3



CHILD SAFE CODE OF CONDUCT

Karingal Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment, which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities of child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to all staff and other personnel.

The Principal and school leaders of Karingal Primary School will support implementation and monitoring of the Code of Conduct, and will plan, implement and monitor arrangements to provide inclusive, safe and orderly schools and other learning environments. The Principal and school leaders of Karingal Primary School will also provide information and support to enable the Code of Conduct to operate effectively.

All staff, contractors, volunteers and any other member of the school community involved in child-related work are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all school situations, including school camps and in the use of digital technology and social media.

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Acceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work individually, we are responsible for supporting and promoting the safety of children by:

- upholding the school's statement of commitment to child safety at all times and adhering to the school's child safe policy.
- treating students and families in the school community with respect both within the school environment and outside the school environment as part of normal social and community activities.
- listening and responding to the views and concerns of students, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students
- promoting the cultural safety, participation and empowerment of students with culturally and/or linguistically diverse backgrounds
- promoting the safety, participation and empowerment of students with a disability
- reporting any allegations of child abuse or other child safety concerns to the school's Principal, Assistant Principal or Primary Welfare Officer.
- understanding and complying with all reporting or disclosure obligations (including mandatory reporting) as they relate to protecting children from harm or abuse.
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

Unacceptable behaviours

As staff, volunteers, contractors, and any other member of the school community involved in child-related work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, offering gifts)
- exhibit behaviours or engage in activities with students which may be interpreted as abusive and not justified by the educational, therapeutic, or service delivery context

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- ignore behaviours by other adults towards students when they appear to be overly familiar or inappropriate
- discuss content of an intimate nature or use sexual innuendo with students, except where it occurs relevantly in the context of parental guidance, delivering the education curriculum or a therapeutic setting
- treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to school work or extra-curricular activities or where there is a safety concern or other urgent matter
- photograph or video a child in a school environment except in accordance with school policy or where required for duty of care purposes
- in the school environment or at other school events where students are present, consume alcohol contrary to school policy or take illicit drugs under any circumstances.

I declare that I have read and understand the Child Safe Code of Conduct.

If you believe a child is at immediate risk of abuse phone 000.

Name:

Signature:

Date:

This Code of Conduct was endorsed/approved by the Karingal Primary School Council June 2021 for review if legislative or other changes require in the interim of 12 months.

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Introduction

To comply with the requirements of the Victorian Occupational Health and Safety (OHS) Act 2004 and the Victorian OHS Regulations 2017 the Department of Education and Training (the Department) has implemented an OHS Management System (OHSMS) in all Victorian Government schools.

The OHSMS requires all volunteers to:

- report to the general office or designated site contact upon arrival at site
- complete an OHS induction using the Volunteer OHS Induction Checklist
- sign in/out and ensure their visitors pass is worn at all times whilst on Department or other premises
- have a current Working with Children Check, where applicable.

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Department Health, Safety and Wellbeing (HSW) Policy

The Department has the *Health, Safety and Wellbeing Policy*, which has been endorsed by the Department Secretary and can be seen below:



Education
and Training

Human Resources

Health, Safety and Wellbeing Policy

Scope: This Policy applies to all employees, students, visitors, volunteer workers and contractors in Department of Education and Training (DET) workplaces and activities, and instances when performing work offsite.

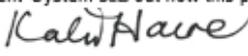
Commitment and Principles: DET values and supports its people and is legally and morally committed to ensuring healthy and safe working and learning environments. DET recognises that employee health, safety and wellbeing (HSW) is integral to achieving excellent educational and work performance outcomes and commits, so far as reasonably practicable to:

<p>Prevent workplace injuries and illnesses:</p> <ul style="list-style-type: none">• by identifying, assessing, controlling, monitoring and reviewing hazards and associated risks under the control of, or as a result of undertakings conducted by DET• by promoting the reporting of incidents and hazards and investigating where appropriate, to prevent re-occurrence• by providing and maintaining workplaces that are safe and healthy without risks to mental health.	<p>Enhance workplace culture:</p> <ul style="list-style-type: none">• by actively demonstrating and promoting a positive, inclusive and supportive working environment• promoting an HSW reporting and learning culture• by recognising the importance of flexible work arrangements and family friendly work practices in maintaining a diverse, adaptive and high performing workforce.	<p>Consult, collaborate and communicate with employees including health and safety representatives and other groups within DET:</p> <ul style="list-style-type: none">• on identified hazards and proposed decisions and changes that may affect the health and safety of persons, including: job role, systems of work, plant and substances and workplace facilities• on issue resolution processes• on provision of information, instruction, supervision and training• by providing employees with a reasonable opportunity to express their views and concerns and taking account views expressed during consultation.
<p>Allocate adequate resources:</p> <ul style="list-style-type: none">• by providing an Occupational Health and Safety Management System that is sustainable and consistent with the risk profile of DET operations• by promoting access to support services, information and training• by providing and maintaining physically safe and healthy workplaces.	<p>Provide transparent and robust information, training, instruction and documentation:</p> <ul style="list-style-type: none">• on individual health and safety accountabilities for all employees across DET• on legislative and DET HSW requirements.	<p>Drive continuous HSW improvement:</p> <ul style="list-style-type: none">• by using evidenced based data to inform DET strategic direction and measureable objectives• by monitoring and reporting on HSW performance outcomes• by strengthening leadership capability• by maintaining, monitoring and reviewing the OHS Management System

DET employees, visitors, students, volunteer workers and contractors are required to take reasonable care for their own and others' health and safety and will co-operate with DET in adhering to health and safety requirements including following DET policies, procedures or instructions and participating in consultation and training.

DET's OHS Management System sets out how this policy is to be implemented.

Katy Haire
Acting Secretary
19/01/18


Katy Haire

Last Updated: June 2018

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Required conduct/behaviour

All volunteers are expected to abide by the workplaces code of conduct while on site.

This includes:

- No smoking on school grounds or within four metres of an entrance to all Department workplaces.
- No alcohol or drugs are to be consumed on any Department premises. Any volunteer under the influence will be dismissed.
- No offensive language is permitted on any Department premises.
- Noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible.
- Possessions, materials, and equipment should be secured and not left unattended.
- Abide by the workplaces traffic management procedures.
- Entrance to other areas of the Department workplace aside from the work area is prohibited, unless otherwise agreed to.
- Remove all litter and debris from the workplace.
- Report any problems, hazards, or incidents to the Workplace Manager or relevant delegate.
- Dress appropriately and wear the correct personal protective equipment suitable.
- No pets are permitted on Department premises.

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Access arrangements

Access

All volunteers must report to the general office or site contact and sign in upon arrival at the workplace or designated point where not on Department premises. This requirement is indicated on signage located at all entrances to the school, see below:



Traffic Management

Volunteers driving vehicles are to enter and exit the school grounds via the following locations:

- Mallum Avenue, Frankston

Vehicles entering school grounds must adhere to all traffic signage. Where there is no signage, vehicles are to move at walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Volunteers are not to operate vehicles on, or around, school grounds during designated drop off/pick up times or during break times:

- Drop off: **8:50am-9:00am**
- Recess: **11:00am-11:30am**
- Lunch: **1:45pm-2:30pm**
- Pick up: **3:30pm**

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OHS Induction

Upon arrival at the site, you will be required to complete an OHS Induction covering the site-specific risks.

The volunteer OHS induction is valid for 12 months.

		Human Resources	
Volunteer OHS Induction Checklist			
<i>The Volunteer OHS Induction Handbook can be used to assist in conducting an OHS induction.</i>			
Workplace			
Brief description of works			
General OHS Induction – The Workplace Manager is to ensure that volunteers have been provided with the following information and/or instructions.			Provided
Department Health and Safety and Wellbeing (HSW) Policy			<input type="checkbox"/> Yes
Required conduct/behaviour			<input type="checkbox"/> Yes
Security access arrangements / Traffic Management Plan			<input type="checkbox"/> Yes
Introduction to First Aid Officer(s) and location of First Aid Room/Kits			<input type="checkbox"/> Yes
Location of emergency evacuation plans for your area			<input type="checkbox"/> Yes
Location of Emergency Exits			<input type="checkbox"/> Yes
Introduction to workplace Wardens / Incident Controller			<input type="checkbox"/> Yes
Location of amenities			<input type="checkbox"/> Yes
Location of Chemical Register and associated Safety Data Sheets			<input type="checkbox"/> Yes
Information on hazard and incident reporting process			<input type="checkbox"/> Yes
Current School Asbestos Management Plan and Division 5 Audit Report			<input type="checkbox"/> Yes
Plant and equipment Safe Work Procedures & personal protective equipment <i>(Note: all electrically powered plant and equipment are to be tested and tagged prior to use)</i>			<input type="checkbox"/> Yes
An overview of task(s) and relevant hazards and risks controls are communicated to volunteer workers as detailed in the Risk Assessment			<input type="checkbox"/> Yes
Signatures			
Workplace Manager			
<i>I certify that the below mentioned volunteer workers have completed an OHS Induction.</i>			
Name:		Signature:	
		Date:	
Volunteers			
<i>I have been provided with and understand (as indicated above) and will comply with all safety instructions.</i>			
Name:		Signature:	
		Date:	
<i>Last Updated: 15 July 2015</i>			

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Site specific hazards

Asbestos

All schools are expected to have a Schools Asbestos Management Plan in the event of the discovery of suspected asbestos containing material (ACM) or the accidental disturbance of existing ACM.

If ACM has been identified in the school, the following process must be followed prior to the commencement of works:

- Asbestos Register **MUST** be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- if work is to be carried out in the vicinity of Asbestos Containing Material, the Asbestos Coordinator **Karen Luff - 9788 4800** must be consulted prior to the commencement of work.
- asbestos containing material may only be removed by a licensed removalist.

Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto site, the Workplace Manager/ Management OHS Nominee must be informed. You must complete a Safe Work Method Statement or equivalent to outline the controls methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed.

Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

Animals/Wildlife

There is the potential to come into contact with domestic animals and wildlife while on this site. Should this occur you must:

- do not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Workplace Manager, the Management OHS Nominee.
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

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Emergency Management

Workplace Codes

In the event that a code is called, please obey the following instructions:

- Code **Siren & Evacuate**: Fire, proceed to evacuation point.
- Code **Siren & Lockdown**: Lockdown, follow instructions.
- Code **Siren & Lockout**: Gas leak, proceed to evacuation point etc.

Emergency Procedures

On hearing the alarm:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens
- do not leave the assembly area until advised.

Leaving Site in an Emergency

All volunteers are required to proceed to the evacuation point and remain there until given clearance to leave by the Incident Controller or Workplace Manager.

Evacuation Point

The evacuation point is located at the **Oval**; refer to Evacuation Map (Appendix A).

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Emergency Contacts

School contacts

Workplace Manager	Karen Luff	9788 4800 Internal Number 103
Assistant Principal	Samantha Cooke	9788 4800 Internal Number 104
Asbestos Co-ordinator	Karen Luff	9788 4800 Internal Number 103
Business Manager	Jocelyn McMillan	9788 4800 Internal Number 102
General Office Number	Kerrie Toohey	9788 4800 Internal Number 101

School after hours contacts

Workplace Manager:

Business Manager:

Emergency contacts

Police:	000
Fire:	000
Ambulance:	000
Poisons:	13 11 26

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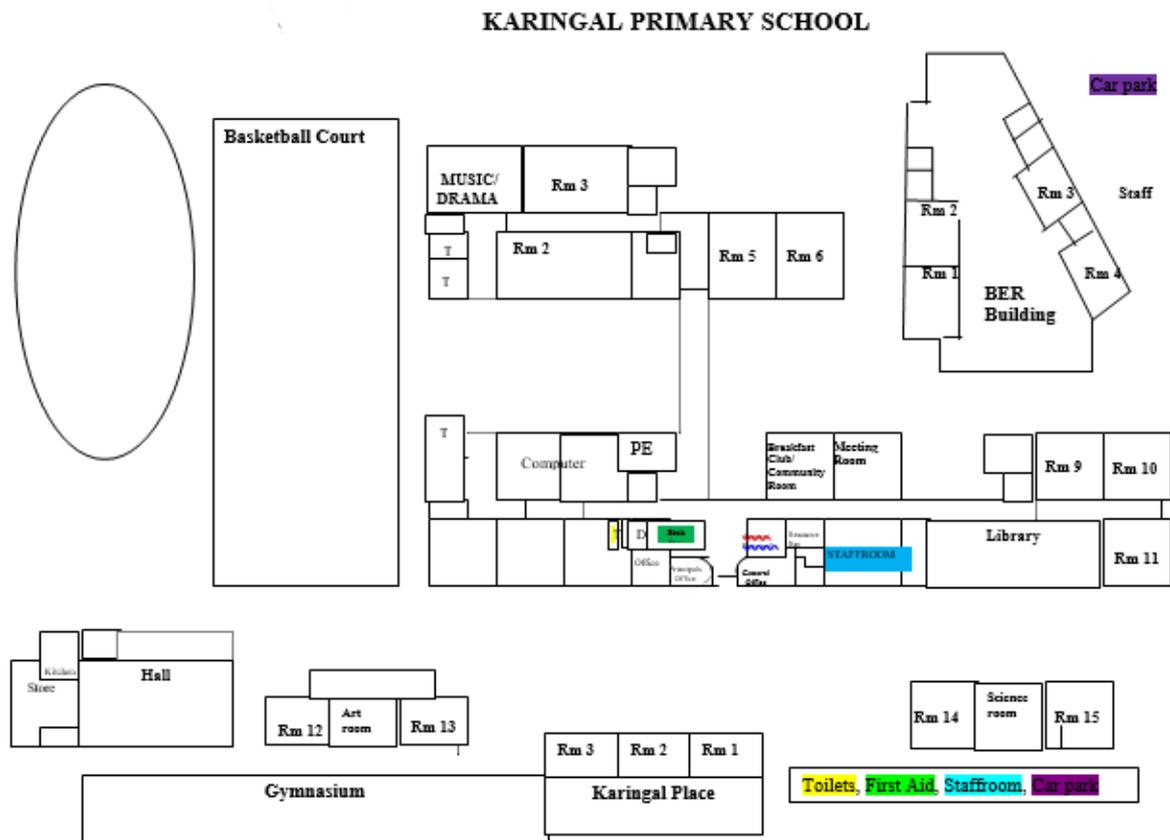
First Aid and Amenities

First Aid

In the event of an injury:

1. if the injury is not serious, report or escort the injured party to the administration office for assistance
2. if the injury is serious ring 000, do not wait for first aid officer
3. stay with injured party. Send someone else to find the first aid officer or workplace manager
4. if no one else is available, ring the school number and inform the office that someone is injured at your location
5. if trained, apply first aid to the injured party
6. once incident is over, fill in an incident report at the office.

Amenities



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Hazard and Incident Reporting

Any hazard or incident that poses a risk to the safety of a student, parent, visitor, volunteer or employee must be reported.

- Call 000 immediately to report any incident threatening life or property. This number will connect you to the following emergency services:
 - police for crime, injury that may not be accidental, or assault
 - ambulance for injury and medical assistance
 - fire brigade for fires, gas leaks and incidents involving hazardous and dangerous materials.
- Notify the administration office in person, or, if unable or unsafe to do so, notify someone via the emergency contact list.
- Workplace Manager is to report the incident on eduSafe Plus.

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Appendix A

Emergency Evacuation Map

