



VOLUNTEER INDUCTION BOOKLET





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Welcome

Thank you for your willingness to become a volunteer at Cabra Dominican College. Volunteers play an important role in the education of children and young people in partnership with our staff.

Volunteering helps provide quality care and education to our children and young people and supports us to promote value drawn from the Catholic tradition of faith in order to prepare students for more active participation in the world.

Blending old with new, the beautiful Cabra campus is just 10 minutes south of Adelaide CBD. Cabra Dominican College offers an exceptional Catholic co-educational experience for students in Years 7 – 12. Since 1886, Cabra students have benefited from our culture of forward thinking, in a place where tradition meets innovation.

Our positive, vibrant culture is guided by four key domains:

- Consciously Catholic, mindfully Dominican, recognising the importance of the Sacramental life of our work.
- Lead for an inclusive community represents our steadfast commitment to shape a connected community of welcome, that is inclusive, caring, just and equitable.
- Strengthen and innovate for the future represents our commitment to remain future focussed, meeting the current and anticipating the future requirements of our community.
- Pursue excellence and growth is bold and purposeful and represents our commitment to growth and improvement across all areas of the college.

It is important that your involvement and participation at Cabra is rewarding and a mutually beneficial experience. As part of our extended community and to support our commitment to the protection and care of all children and young people and the safety of all staff, all Volunteers are required to meet all Volunteer compliance requirements as detailed in the contents of this Volunteer Induction Booklet.

This induction booklet also addresses Work Health and Safety, and Protective Practices. Together, these induction components aim to ensure the physical and emotional wellbeing of children and young people and the safety of our volunteers.

Volunteers may be asked to provide two referees. If you have had regular involvement at Cabra, please provide the names of two staff members who know you. If you are new to Cabra, you are requested to provide the names of two professional referees (eg. previous employer, doctor, lawyer, JP, teacher etc.).

Once again, thank you for becoming a volunteer at our College and welcome to our community. We trust your experience as a volunteer will be rewarding for you.

Kind regards

Dr Helen Riekie
Principal



College Contacts for Volunteers

For all enquiries, please email 'volunteers@cabra.catholic.edu.au' and address your enquiry to the following staff:

Mr Joel Morizzi – Sport Coaches

- Enquiries regarding your volunteer role.
- Assistance with your application.
- First Aid Contact Person.
- Supervisor.

Ms Anastasia Harvey – Tutors

- Enquiries regarding your volunteer role.
- Assistance with your application.
- First Aid Contact Person.
- Supervisor.

Ms Shannen Hiern

- Matters relating to your compliance documentation.

Mrs Tracey Kermond

- Matters relating to the Induction of Volunteers
- Matters relating to 'Other' Volunteer roles.



Requirements and Guidelines for Volunteers

Persons who volunteer at Cabra are required to undergo screening given the nature of their role and having contact with students.

At Cabra, before a volunteer commences, they must:

- Provide the following current documents:
 - Department of Human Services Working with Children Check (WWCC) or Catholic Archdiocese of Adelaide Clearance Letter/Card.
 - Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.
 - COVID-19 vaccination status if volunteering in High-Risk Settings (St Mary's Unit).
 - First Aid certificate (if required by your role).

- Complete and return the following documents:
 - Cabra Volunteer Details Form
 - CESA Volunteer Declaration and Acknowledgement Form

- Read and Acknowledge:
 - Cabra Volunteer Induction Booklet
 - Child and Young Person Safe Environments Policy
 - Cabra Privacy Policy
 - Cabra Working in Isolation Policy

- Attend an online/in person Induction session in:
 - Duty of Care.
 - Child Protection.
 - Work Health and Safety.
 - Relevant Policies and Procedures.

The HR Manager will contact you regarding your Induction Session

- Access the additional Information provided on the webpage:
 - Working With Children application process
 - RRHAN-EC - Education and Care Fundamentals training course (only required if over 18 years of age)
 - Sine Pro Instructions

- Observe:
 - Confidentiality and Privacy.
 - College Policies.
 - and comply with the Code of Conduct for Volunteers.

- Wear/display when on site:
 - Name badge



Code of Conduct for Volunteers in Catholic Schools

(adapted from the SA Commission for Catholic Schools (SACCS) Code of Conduct for Staff employed in Catholic Education SA, 2020)

The purpose of this Code of Conduct is to articulate the standards of conduct which are required of volunteers in Catholic Education SA. This will assist all volunteers in Catholic Education SA to understand clearly the expectations of them as well as their responsibilities and obligations.

Catholic Education SA provides education as part of the mission of the Church. Fundamental to this mission is a respect for the value and dignity of each person. A work environment based on these values will ensure that all members of the community feel safe and empowered in the performance of their work in the school. All members of the community in Catholic Schools, by their personal example, virtues, loving relationships, respect and acts of love and justice, witness to the presence and activity of God with us.

Volunteers are expected to agree to and uphold appropriate standards of behaviour. These standards of behaviour include to:

1. Support the Principal and staff in the development of a Christ-centred learning community and act consistently within the Catholic ethos and mission of the Catholic school.
2. Acknowledge and affirm success in individual and school achievement.
3. Support the school's policies. The Principal has the responsibility to implement these policies.
4. Treat all members of the school community with honesty, integrity, respect and courtesy.
5. Follow all relevant policies, guidelines and instructions regarding the safety and wellbeing of children and young people.
6. Maintain appropriate professional boundaries around their behaviour towards children and young people.
7. Refrain from behaviour which constitutes bullying, discrimination or any form of harassment.
8. Respect and comply with all Federal, State and local laws.
9. Declare situations that may give rise to, or the perception of a conflict of interest.
10. Respect the privacy of others and others' personal and sensitive information.
11. Take reasonable care to ensure their own health and safety at work and avoid adversely affecting the health and safety of others.
12. Present for volunteering in a timely manner, in attire appropriate to their role as a volunteer, and in a fit state to work.

Other Matters

Careless and/or Negligent behaviour

Aside from health and safety legislation, volunteers may be liable under the general law if, as a result of any negligence or carelessness on their part, a volunteer causes loss or damage to us or anyone associated with the College. So please take care not to cause any injury, or damage to property.

Confidentiality

You may be given access to sensitive or confidential information concerning Cabra, staff or students. If so, a volunteer can not use or disclose that information, without our clear



permission. When a volunteer finishes their work, the volunteer should return or delete any confidential information they may still have in their possession.

Work, Health and Safety

Work, Health and Safety induction and training are essential for all employees and volunteers in the workplace. All workers and employees including volunteers and visitors are required to take reasonable care for both their own health, safety and welfare and the health, safety and welfare of others. Volunteers are considered to be workers under current WHS legislation.

Cabra places great value on the work done by volunteers. We aim to ensure that volunteers work in a safe environment and in a safe manner. Please help us to do so by reporting any hazards or safety issues to the Supervisor.

Volunteer rights and responsibilities

As a volunteer, you have a number of rights you should be aware of:

- to work in a healthy and safe environment.
- to be provided with information that adequately describes your roles and responsibilities.
- to be provided with an induction prior to commencement.
- to be provided with sufficient information, instruction, and training for volunteers to perform your tasks safely.
- to be provided with adequate supervision.
- who to speak to if volunteers have any queries about any aspects of their work.

As a volunteer you also have responsibilities to:

- work safely.
- not affect the safety of others.
- observe all established Policies and Procedures.
- report any safety concerns.
- undertake RRHAN-EC Fundamentals course every 3 years.
- undertake your mandatory notification obligations, as required.
- hold a current acceptable WWCC.
- hold a current and valid COVID-19 vaccination status (required in High Risk settings- St Mary's Unit)

There are a number of important points relating to safety within Cabra that volunteers should be familiar with.

Safe Work

- You are only asked to do work which you can perform safely and are able to do. If you feel that you cannot do a job safely or have any safety issues, you are asked to discuss with your Supervisor immediately.

Emergency Procedures

In the case of an emergency, dial 000.

- Make yourself familiar with the emergency evacuation plan for the area you are working in.
- Should there be a need to evacuate a building, proceed via the safety route directed on the nearest emergency evacuation plan.
- In the case of a fire, do not re-enter the building until instructed to do so by the person in charge (Fire Warden).



- If you are in charge of an activity, you must organise the evacuation of people you are responsible for from the building, and check that all persons are accounted for.
- In the case of a 'Lock in', go to the nearest room and secure all doors and windows. Keep away from external windows. Wait for all clear by the Principal or nominee.



Reporting

- Should you see a hazard, or you are aware of something that might injure you or someone else, or you are involved in an injury, incident or near miss, please report the matter immediately to your Supervisor.

First Aid

- First aid kits are located in all reception areas and in the sports office, student services or music.
- If you require first aid, please report to a First Aid contact person.

Equipment

- Cabra provides equipment for your use. You are discouraged from bringing equipment from home. However, should this be necessary, you need to discuss this with your Supervisor.

Chemicals

- You must only use chemicals supplied by Cabra. The chemicals used by Cabra have been assessed for risk prior to use. Be aware of the location of material safety data sheets prior to use. If you have any concerns or require personal protective equipment, to use any of these products please discuss with your Supervisor.

Working alone and security

- For safety reasons volunteers are discouraged from working alone and must abide by the Cabra 'Working in Isolation' policy.
- Do not leave personal items unattended.
- If leaving the office/buildings outside of the working day, consider the personal safety of yourself and others.
- Be responsible for any keys/access fobs you are allocated.

Smoking, drugs, alcohol and your health

- Cabra is designated as a smoke-free workplace. There is no smoking in the buildings or on our grounds.
- Whilst on duty you should be in sufficient physical and mental health to be capable of complying with their duty of care to your colleagues and students.
- You can not be impaired in the carrying out your duties by reason of alcohol, medication, or an illegal drug.

Vehicles

- Volunteers will not normally be asked to use their vehicle. If you use your car as part of your volunteer duties, please refer to the school's policies and procedures.
- If you drive a car as part of their volunteer duties, a current driver's license and Compliance with registration, insurance and safety requirements are required.

Housekeeping

- Please leave all work areas clean and tidy.
- Please report any workspace issues..

Site specific amenities

Your induction will include site specific matters such as:

- Where drinking water is located.
- Bathroom facilities suitable for Volunteer use.



Duty of Care and Child Protection (including Mandatory Notification)

Duty of Care

As a volunteer, you play an important role in the education of our children in partnership with all staff of our school. In your relationship with children and young people, you are required to ensure that the physical and emotional welfare of children and young people is safeguarded, and that their own behaviour is guided by this duty of care.

Please talk to your Supervisor, Leader or the Principal if you have any questions regarding your duty of care.

Protective Practices: Professional and Role Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

You have been provided with a copy of the *Protective Practices Guidelines*, which will assist members of the community to maintain professional boundaries. The Guidelines give examples of boundary violations in communication, personal disclosure, physical contact, place, targeting individual children and young people, role, and possessions.

As a volunteer, you will find these guidelines helpful guidance in managing professional boundaries in the *Guidelines* on:

- Working in country/local communities.
- Using social networking sites.
- Working one-to-one with children and young people.
- Managing privacy expectations.
- Conducting home visits.

Protective Practices Guidelines address appropriate physical contact in a range of situations, including:

- assisting or encouraging a child or young person.
- good practices with school age children and young people.
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The *Guidelines* address safe practices when it is legitimate to use physical restraint: that is only where a child's, young person's or adult's safety is threatened.

Education and care staff support children and young people with disabilities or additional needs through individual plans, which take various forms. These plans document the strategies that are to be used in supporting the child or young person and will assist you to ensure your duty of care to the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect.
- Illegal behaviours.
- Sexual harassment.



All volunteers are required to undertake the RRHAN-EC Fundamentals Course.

RRHAN-EC training is how we make sure we:

- all have the same information about mandatory notifications.
- understand our role working together to safeguard children and young people.

You will receive a certificate of completion at the end of the course.

What is Child Abuse?

The training will include information on the four types of child abuse:

- (1) Physical abuse (2) Sexual abuse (3) Emotional abuse (4) Neglect.

Why report Child Abuse?

From time to time, volunteers working with children will experience children disclosing sensitive information. Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

When to report Child Abuse?

You are required by law to report child abuse and neglect when a volunteer forms a suspicion on reasonable grounds:

- A child or young person tells you that s/he has been abused.
- Your own observation of the behaviour of a particular child or young person and/or injuries, or your knowledge of the child generally leads you to suspect that abuse is occurring.
- A child or young person tells you s/he knows someone who has been abused (the child maybe referring to her/himself).
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbour or sibling of the child/young person).

What does the law say?

Volunteers are Mandated Notifiers and obliged by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties. Volunteers must notify the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

What do you do if you have suspicions or concerns?

Volunteers are not expected to act alone. Always seek guidance and work in partnership with the nominated staff member at the College (normally this would be the Principal or the person who inducted you as a volunteer). Your role as a volunteer means you are supported by professionals at Cabra in meeting their responsibilities as a mandated notifier.

Child Abuse must be reported to the Department of Child Protection

- www.reportchildabuse.families.sa.gov.au
- Child Abuse Report Line 131478
- After Hours Crisis Care 131611



Privacy Information and Confidentiality

By you as a Volunteer

In the course of your work as a volunteer, you may come across sensitive and confidential information. It is essential for you to maintain confidentiality and if concerned raise the issue with your Supervisor or the Principal.

About Your Privacy

This section provides information about the privacy of Volunteers.

Privacy Information

1. In applying to provide services at Cabra, you will be providing Cabra Dominican College with personal information. We can be contacted: Cabra Dominican College, 225 Cross Road, Cumberland Park SA 5041. Email: cabra@cabra.catholic.edu.au
2. If you provide Cabra with personal information, for example your name and address or information contained on your resume, we will collect the information 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 the period of your volunteer work in Cabra.
4. Cabra's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. We will not disclose this information to a third party without your consent.
6. We usually disclose your personal information as a matter of routine to the Catholic Education Office for good character screening purposes.
7. We are required to conduct a criminal record check, 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.
8. Cabra may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that Cabra does not usually disclose the information to third parties.



Protective Practices for Volunteers – Guidelines for Volunteering in education and care settings. CESA

Duty of Care

Volunteers play an important role in the education of our children in partnership with the staff of our schools. In their relationships with children and young people, staff must ensure that the physical and emotional wellbeing of children and young people is safeguarded, and that their own behaviour is guided by this duty of care both within and beyond the education and care setting.

Professional and Role Boundaries

Education and care professions rely on the fostering of positive relationships between adults and children and young people, in ways that do not compromise children's and young people's welfare.

The Protective Practices Guidelines will assist volunteers to maintain professional boundaries. The Guidelines give examples of boundary violations in:

- Communication
- Personal disclosure
- Physical contact
- Place
- Targeting individual children and young people
- Role
- Possessions

Information is included in the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Fundamentals course for volunteers.

Guidance for Staff in Managing Professional Boundaries

Volunteers will find helpful guidance in the Guidelines on:

- Working in country/local communities
- Using social networking sites
- Working one-to-one with children and young people
- Managing privacy expectations
- Conducting home visits

Appropriate Physical Contact and Non-Physical Intervention in Managing Behaviour

The Guidelines address appropriate physical contact in a range of situations, including:

- assisting or encouraging a child or young person
- good practices with school age children and young people
- good practices with children up to school age.

Non-physical intervention is the recognised means of managing the behaviour of children and young people. Use of verbal instructions is always preferred to physical intervention.

The Guidelines address safe practices when it is legitimate to use physical restraint: that is where a child's or young person's or adult's safety is threatened.



Working with Children and Young People with Additional and Complex Needs

Education and care staff support children and young people with additional needs and complex needs through various forms of individual plans. The common features of these plans are that they involve all people who deal with the child or young person on a regular basis, including other service providers, and they document the agreed strategies that are to be used in supporting the child or young person.

Policies and Legislation

Conduct representing a breach of legislation includes:

- Child abuse and neglect
- Illegal behaviours
- Sexual harassment

The College or site where you volunteer will have policies and/or procedures which may be relevant to your induction to ensure the safety and protection of children, young people, volunteers and staff, and that the volunteer experience is enjoyable, respectful and satisfying.

These will include:

- Responding to Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training for volunteers
- Work, Health and Safety
- Behaviour Education
- Prevention and management of bullying
- Excursions and camps

Links

- Protective practices for staff in their interactions with children and young people Guidelines for staff working or volunteering.

In particular, refer to page 11- 15 for information on maintaining professional boundaries with children/young people and examples of boundary violations.

- Practical Practices Online Training (Optional)
- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)

Contact

Please contact System Safeguarding and Development Team at People, Leadership and Culture on 8301 6600.



Responding to Risks of Harm, Abuse and Neglect – Education and Care Information for Volunteers - CESA

Core messages

Volunteers play an important role in the education of our children in partnership with the staff of our schools.

- **Enjoy** your volunteering with children and young people and the contribution you make to their safety, wellbeing and learning.
- **Refer** any concerns you have about children, young people or adults at the College to the nominated staff member as soon as possible.
- **Respond** in a listening way if children/young people share concerning personal information with you. Showing you care is very important to their wellbeing. Do not make any observations to the child about what they have shared. Talk with the nominated staff member as soon as possible.
- **Confidentiality** is critical.
- **Respect** the sensitivity of the personal information you have, by not discussing it with people other than the nominated staff member.

What is child abuse?

Child abuse can occur through someone doing something hurtful or by someone not doing something to provide for or protect a child.

There are four types of child abuse:

- (1) Physical abuse is characterised by physical injury resulting from practices such as: hitting, punching, kicking, throwing, shaking (particularly young babies), burning, biting, pulling hair, alcohol or other drug administration.
- (2) Sexual abuse occurs when someone in a position of power uses their power to involve the child in sexual activity.
- (3) Emotional abuse tends to be a chronic behavior directed at a child whereby a child's self-esteem and social competence is undermined or eroded over time. This may include devaluing, ignoring, rejecting, corrupting, isolating, terrorising, chronic or extreme spousal abuse in a child's presence.
- (4) Neglect is the failure to provide a child with their basic needs such as food, shelter, clothing, hygiene, education, adequate supervision, medical, dental care, forcing a child to leave home or allowing chronic truancy.

What does the law say?

Volunteers are obliged by law to notify the Department for Child Protection if they suspect on reasonable grounds that a child or young person has been or is being abused or neglected and they formed their suspicion in the course of their work (whether paid or voluntary) or in carrying out official duties.

Volunteers must notify the Department for Child Protection of their suspicion as soon as practicable after they form the suspicion.

Why report child abuse?

From time to time, volunteers working with children will experience children disclosing sensitive information.



Children have limited power to protect themselves from abuse and will only be protected from abuse and neglect if responsible adults take action on their behalf. Reporting child abuse is the first step in stopping the abuse and protecting children from further harm.

When to report child abuse?

You are required to report child abuse and neglect when you have suspicion on reasonable grounds

- A child or young person tells you that s/he has been abused.
- Your own observation of the behavior of a particular child or young person and/or injuries, or your knowledge of the child generally leads you to suspect that abuse is occurring.
- A child or young person tells you s/he knows someone who has been abused (the child may be referring to her/himself).
- Someone tells you of the abuse who is in a position to provide reliable information (perhaps a relative, friend, neighbor or sibling of the child/ young person).

What do you do if you have suspicions or concerns?

You are not expected to act alone.

Always seek guidance and work in partnership with the nominated staff member at the College (normally this would be the Principal or the person who inducted you as a volunteer).

Your role as a volunteer means you are supported by professionals at the site in meeting your responsibilities as a mandated notifier.

Links

- [Protective practices for staff in their interactions with children and young people Guidelines for staff working or volunteering](#)
- [Responding to Risks of Harm, Abuse and Neglect – Education and Care \(RRHANEC\) Contact Please contact System.](#)

Contact

Please contact System Safeguarding and Development Team at People, Leadership and Culture on 8301 6600.

