



ST ANDREW'S  
CATHEDRAL  
SCHOOL  
FOUNDED 1885

heart  
mind  
life

# Volunteer Fact Sheet

## Welcome to St Andrew's Cathedral School.

By volunteering, you will not only help the school community, but also promote and strengthen your community involvement. Thank you for giving your time and talents to help others. We hope you find volunteering with St Andrew's Cathedral School a positive and rewarding experience.

### **Purpose of this fact sheet**

It is expected that all volunteers will comply with any directives issued by the Head of School or delegated person while on the premises of St Andrew's Cathedral School and to follow the guidelines/directions below in order to maintain a safe, supportive school environment for students, employees and the broader school community. We hope these guidelines will help you feel comfortable volunteering with us.

### **Workplace Health and Safety**

Volunteers have the same workplace health and safety obligations as a worker and must:

- Comply with instructions given for workplace health and safety
- Not wilfully or recklessly interfere or misuse anything provided for workplace health and safety
- Not place anyone else at risk of injury or illness at the workplace
- Not wilfully injure themselves

### **Sign-in procedures**

All volunteers should sign in at Reception on arrival at the school and wear a parent or visitor's lanyard that should be visible at all times when on the School premises.

### **Use of school facilities**

Any volunteers using the school facilities including for meeting, discussions, setting up events or any activity whatsoever, must be accompanied by at least one staff member.

### **Child protection**

- All volunteers must complete the relevant working with children clearance forms prior and send their number and DOB to staff before volunteering in the school.
- Volunteers should ensure they are not alone with a student in any part of the school.
- Student toilet areas are not to be used at any time by adults. Volunteers should use the staff toilet facilities.

### **Interacting with children**

- Regardless of the volunteering activity you will be engaging in, you are providing a positive role model for children and students. The relationships you develop will ensure that your interactions and conversations are enriching and enjoyable. We expect children and students to treat you with respect at all times. If they behave inappropriately, please seek help from the supervising staff member or senior staff.
- Courtesy and sensitivity are important in all your interactions with students.
- Harm of any kind to any student must be reported immediately to the Head of School.

### **Emergency evacuation procedures**

- Volunteers must read and be familiar with the school's Evacuation/Lockdown Procedures.

- The signal to evacuate is a loud WHOOP WHOOP sound. Following the directions of staff, all visitors, volunteers and students must proceed immediately to the Assembly Points.
- If the lockdown signal is activated all visitors, volunteers and students must remain inside (or go to the nearest building) and follow any instructions from supervisors/teachers until the all-clear is given. Each building will be contacted to account for all visitors/volunteers on site.

### Food handling issues

Food safety and personal hygiene are essential for volunteers at fundraising events or other school events involving food.

### Insurance civil liability

- Insurance cover is provided through Wills Insurance under Personal Accident Insurance – Voluntary Workers. However this is subject to the activity of the volunteer being noted and authorised and also that the work being carried out is on behalf of the P&F or the school.
- To be covered, you must sign the sign-in book (see 'Sign-in Procedures' above).

### Code of conduct

- The St Andrew's Cathedral School Volunteer Code of Conduct must be followed to ensure a harmonious and safe working environment.
- Cultural, Ethnic and religious differences must be respected.
- Personal appearance and presentation should be clean, tidy and appropriate for the work role performed.

- Volunteers should exhibit courtesy and sensitivity to others and honesty in communication.

### Confidentiality

- Any personal information (including names, addresses, telephone numbers and life circumstances) about students, staff members and other volunteers that you become aware of during your volunteer work must not be shared unless it is required by law (e.g. in reporting child abuse).
- Please do not make any adverse comments outside the school about teaching and learning methods or behaviour management methods. School-related concerns of this kind should be discussed with the teacher concerned or referred to the Head of School.

### Required reporting

As a volunteer, you must report to the Head of School:

1. any concerns you may have about the safety, welfare and well-being of a child or young person
2. any concerns you may have about the inappropriate actions of any staff member, contractor or volunteer that involves children or young people
3. you become aware that a staff member, contractor or volunteer has been charged with or convicted of an offense
4. you become the subject of allegations of "reportable contact" whether or not they relate to your role in the School

If you would like to volunteer or need some more information on volunteering at SACS, please contact Lyn Jarvis (Director of Community Relations) by email at [lj Jarvis@sacs.nsw.edu.au](mailto:lj Jarvis@sacs.nsw.edu.au) who can direct your enquiry to the right division.

*Keeping our  
Volunteers and  
Students safe*



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