



Volunteers Agreement

The following information is provided to volunteers working with students at St Brigid's. This outlines the workplace health and safety requirements for the school.

1. Signing in

Volunteers and Visitors to the school should:

- Report to administration building/office
- Register in 'sign-in' book
- Be provided with a 'visitor' ID badge (to be worn at all times)
- Upon completion of the volunteer task Sign-out and return pass when leaving

2. Fire

- The fire alarm can be raised by informing your supervising teacher
- The fire alarm is an air horn type siren
- The assembly points are located on the school oval

3. First aid

If at any time you require first aid assistance, you should contact our Secretary.

4. Reporting Accidents

All accidents on the school site must be reported to our Principal before leaving the school site. A Catholic Education Diocese of Rockhampton Incident Report form for staff, volunteers and contractors should be completed.

5. Areas of the school that volunteers can enter/use toilets

The volunteers can use the toilets/amenities located in the Administration Building

6. Student Protection Induction

All volunteers should familiar with "The Student Protection Handbook". Regulations about having a Blue Card apply. Please consult with our Principal for further information. If you have a current Blue card - please supply your blue card details to the administration at the school.

Essential Behaviours for All Volunteers

1. Report any perceived breaches of professional conduct to the Principal
1. Avoid any behaviour that could be reasonably interpreted as harassment, inappropriate or harmful,
2. Ensure, where reasonably possible, that another adult is present or close by when working in a one-to-one situation with a student and avoiding providing pastoral care or individual tuition in situations where students are or may feel isolated.
3. Avoid, whenever reasonably possible, being alone with a student or students in dressing or bathroom areas.
4. Never administer corporal punishment to students.
5. Ensure that language or actions cannot be interpreted as sexualising pastoral relationship.
6. Seek professional advice and review of pastoral relationships when there is any sense the relationship is uncomfortable dysfunctional or unproductive.
7. Never ridicule, demean or intimidate a student or threaten their sense of personal safety.

Volunteer: _____

Signature: _____

Date: __/__/____

Principal: _____

Signature: _____

Date: __/__/____