



**ST DOMINIC'S
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE

VOLUNTEER INFORMATION PACKAGE

ST DOMINIC'S PRIORY COLLEGE

Last Review Date	Next Review Date
Jan 2024	Jan 2025

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We acknowledge St Dominic's Priory College is situated on Kaurna Land and we pay our respects to Elders past, present and future.



ACCEPTABLE CLEARANCES

In accordance with the *Child Safety (Prohibited Persons) Act 2016*, together with the *Child Safety (Prohibited Persons) Regulations 2019*, any persons who work, or intend to work, as a volunteer in a child-related area require a valid *Working with Children Check (WWCC)*.

As part of St Dominic's Priory College's (the College) Duty of Care to ensure the health, safety and welfare of our students, persons performing functions at the College require a WWCC as issued by the Department for Human Services (DHS), and/or a Catholic Clearance as issued by the Screening and Verification Authority (SAVA), Catholic Archdiocese of Adelaide.

Listed below are **Acceptable Clearances** which permit volunteers at the College.

ACCEPTABLE CLEARANCES ARE AS FOLLOWS:

- South Australia Police Officers (SAPOL identification badge must be presented)
- Australian Federal Police (AFP Identification badge).
- Persons under 14 years of age are exempt from these requirements.
- DHS Working with Children Check (WWCC) Email notification.
- Catholic Archdiocese of Adelaide - screening clearance letter/card (catholic clearance)

If you have one of the above listed acceptable clearances, you are required to provide evidence to the College to be sighted by the **Nominated Authorised Person**, who will then add your details to the College registered volunteer database.

All information and documentation relating to individual's will be managed and stored in a sensitive, private and confidential manner.

WORKING WITH CHILDREN CHECK

If you are interested in becoming a volunteer at the College and **do not** have any of the above acceptable clearances, you will need to organise a *Working with Children Check* before commencing work at the College.

A volunteer WWCC is **free** and can be submitted online via DHS online application system. Please visit SA.GOV.AU - [Apply for a screening check \(www.sa.gov.au\)](http://www.sa.gov.au).

- A WWCC is valid for a period of five years from the date of issue.
- WWCC vary in processing time.
- Your ID documents can be verified online, or by a [Verifying Officer](#).
- You can apply for a new WWCC if your existing check will expire within six months.
- Once a valid DHS WWCC has been presented to the College, a copy will be forwarded to the SAVA, Catholic Archdiocese of Adelaide, (please see [Catholic Clearance](#) for more information), together with your postal address. The College will manage this process and associated costs.
- You will be cleared to attend voluntary work at the College, only after a clearance has been authorised.



CATHOLIC CLEARANCE

The [Catholic Archdiocese of Adelaide](#) takes seriously its duty of care for those who entrust themselves to it, and to ensure the health, safety and welfare of all participants in programs and activities across the Archdiocese. The Archdiocese recognizes and encourages the significant role that the Church community plays in the provision of an environment that nurtures the wellbeing of children, young people and those who are vulnerable.

It is important to be aware, the Archdiocese of Adelaide is required to fulfill all legal obligations set out under the *Child Safety (Prohibited Persons) Act 2016*, together with the requirements outlined in the Catholic Archdiocese of Adelaide, [Screening Policy – Working with Children Checks](#). These legal requirements are managed by the Screening and Verification Authority (SAVA).

- Once **the College** provides a copy of your DHS WWCC to SAVA, a registration of interest will be performed on the DHS system, which is a legal requirement. This enables the Archdiocese to verify the current status of an individual's WWCC and enables DHS to provide information on registered interests in cases where an individual's WWCC status may change.
- In the event that there is no prohibiting information presented, a catholic clearance letter or card, will be mailed to the individual's postal address.
- Once an individual is cleared for service at the College, they are not required to obtain another *WWCC/Catholic Clearance* at any other SA Catholic site unless their current clearance has expired.
- All persons' working in Catholic Schools/Colleges will also undergo a CESA-E-screening. There is no costs incurred to individuals, or action; this is managed by the College.

RESPONDING TO RISKS OF HARM, ABUSE AND NEGLECT – EDUCATION AND CARE

It is also mandatory that you have a certificate of training for Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) in accordance with the *Statutes Amendment (Child Sexual Abuse) Act 2021*.

People who do not have this certification, will not be able to volunteer in any working with children capacity. This is an important and vital component of keeping all students safe.

This online training is self-directed. It is **free** and the course takes approximately 2 hours to complete. To access please visit: www.education.sa.gov.au/working-us/rrhan-ec/.

Click [log in to Plink](#), create account under *Non-Department for Education Staff*.

Once training is completed, please forward a copy of the certificate to the College via employment@stdominics.sa.edu.au or in person at the College Front Reception. Likewise, if you've already obtained the RRHAN-EC certificate, and it is still up to date, please provide a copy to the College.

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SAFEGUARDING CHILDREN AND YOUNG PEOPLE

St Dominic's Priory College is committed to providing a safe, supportive and respectful teaching and learning community that promotes student rights, safety and wellbeing; including compliance with child protection obligations mandated by law, the United Conventions on the Rights of the Child, and Church teachings.

Volunteers are required to read and sign the Volunteer Detail Form (page 5) to say they have read the following Safeguarding Children and Young People documents, as accessible at:

<https://stdominics.sa.edu.au/child-safeguarding-2/policies/>

- **Safeguarding Children and Young People – COMMITMENT STATEMENT**
- **Safeguarding Children and Young People – POLICY**
- **Safeguarding Children and Young People – CODE OF CONDUCT**
- **Safeguarding Children and Young People – FULL SUITE IN VIETNAMESE**

PROFESSIONAL BOUNDARIES

St Dominic's Priory College is committed to protecting its students from all aspects of harm and has established strategies, practices, policies and procedures to uphold its public commitment to student safety and wellbeing.

The College takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing; this includes not only child abuse and grooming, but any type of behaviour that crosses professional boundaries with a student.

This policy applies to the 'School Community' including parents and volunteers. Please ensure you are aware and understand the content of this policy by visiting the Policies listed on the College website at <https://stdominics.sa.edu.au/child-safeguarding-2/policies/>.

CODE OF CONDUCT

St Dominic's Priory College is committed to creating an educational environment which allows each student to work productively, safely and confidently. Each Staff Member contributes to ensuring the work environment is one that respects each person; their work, position and their right to dignity. This conduct is extended to members of the College Community, including College Volunteers.

Please familiarize yourself with the College Code of Conduct by visiting <https://stdominics.sa.edu.au/wp-content/uploads/2022/12/SDPC-Staff-Code-of-Conduct.pdf>

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DETAIL FORM FOR VOLUNTEERS



ST DOMINIC'S PRIORY COLLEGE

EDUCATING GIRLS, INSPIRING CONFIDENCE

VOLUNTEERING AT ST DOMINIC'S PRIORY COLLEGE

CLEARANCE (WWCC)

I have an acceptable clearance and have provided evidence to the College YES NO

I have applied for a WWCC via DHS online system and are awaiting the outcome. YES NO

RESPONDING TO RISKS OF HARM, ABUSE AND NEGLECT (RRHAN-EC)

I have an update to date Certificate of RRHAN-EC, and have attached this YES NO

I will need to complete the RRHAN-EC Training YES NO

SAFEGUARDING

I have read and understand the [Safeguarding Children and Young People suite](#) YES NO

I have read and understand the [Professional Boundaries Policy](#) YES NO

I have read and understand the [Code of Conduct](#) YES NO

I authorise the College to retain copies of any required screenings and RRHAN-EC documents. YES NO

I have read the above information and understand my responsibilities to volunteer at St Dominic's Priory College YES NO

Name: _____

Signed: _____

Date: _____

Daughters' name/s and Year Level/s:
(if applicable)

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VOLUNTEER DETAIL FORM APPLICATION



**ST DOMINIC'S
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APPLICANT DETAILS

Given Name(s): _____ Surname: _____

Address: _____ Post Code: _____

Contact Phone Number: _____ Date of Birth: _____

Email: _____

Role to be undertaken: _____

Experience or other relevant information relating to role/area of interest:

REFEREES: Please list College Staff in lieu of two (2) referees if known to employee/s of the College

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

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VOLUNTEER DETAIL FORM MEDICAL



**ST DOMINIC'S
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CONFIDENTIAL MEDICAL FORM FOR VOLUNTEERS

Given Name(s): _____ Surname: _____

Address: _____ Post Code: _____

Email: _____ Mobile: _____

Doctor: _____ Dr's phone: _____

Date of Birth: _____ Medicare # _____

Ambulance Cover details: _____

EMERGENCY CONTACT DETAILS

Name: _____ Relationship: _____

Mobile: _____ Alt. Number: _____

I authorise the College Principal or person with delegated authority of St Dominic's Priory College in which I am participating as a volunteer, to arrange for such medical or surgical treatment as may be deemed necessary in the event of my being incapacitated by any accident, illness or otherwise.

I authorise them to obtain medical assistance as is deemed necessary and I agree to pay all such medical bills and expenses incurred on my behalf.

I acknowledge that this completed package of forms will be kept on file.

Name: _____

Signed: _____ Date: _____

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VOLUNTEERS WHS INDUCTION

Welcome to St Dominic's Priory College, we are committed to the health and safety of our community and in particular we recognise the importance and safety of volunteers who undertake valuable work.

This College will ensure that volunteers are given the same consideration as workers under our Work Health and Safety Policy.

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 a job description that adequately describes your role and responsibilities.
- be provided with a WHS Induction prior to commencement as a volunteer.
- to be provided with sufficient information, instruction and training for you to perform your tasks safely.
- to be provided with adequate supervision.

As a volunteer you also have responsibilities to:

- work safely.
- not affect the safety of others.
- to observe all established Policies and Procedures.
- report any safety concerns.
- attend to Mandatory Notifications as required.
- complete all required training and have all required checks and approvals.

SAFETY WITHIN THE COLLEGE SETTING

There are a number of important points relating to safety within a school setting that you should be familiar with. These are:

SAFE WORK

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

St Dominic's Priory College places great value on the work done by volunteers. Our aim is that volunteers will 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 or WHS Coordinator.

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EMERGENCY PROCEDURES

- Emergency evacuation plans are placed at emergency exits along with evacuation procedures. Make yourself familiar with the emergency evacuation plan for the area you are working in.
- 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.
- Emergency Wardens are allocated to each building in the College. In the event of an emergency, follow the designated evacuation route to the Assembly Area (College Oval). Follow all instructions from emergency wardens (wearing vests) and report to the Principal's Personal Assistant.

Evacuation – alarm will sound (repeated long blasts – 5 seconds)

- Should the fire alarm sound, volunteers are required to move to the assembly point (the College Oval) and follow instructions of fire wardens.
- Volunteers will need to ensure their name has been signed off by the Principal's Personal Assistant. No-one is to leave the site until the 'All Clear' is given by the Chief Emergency Warden.

Lock-In – alarm will sound (repeated short blasts – 2 seconds)

- In the event of a lock-in, Volunteers are required to move to the nearest room and remain there until the 'All Clear' is given by the Chief Emergency Warden.

EMERGENCY CONTACT LIST

- Please refer to the Emergency contact list (signposted) around the College for all emergency contacts and specific first aid kit locations.

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 the WHS Coordinator in the first instance, or the Business Manager.

FIRST AID

- First Aid Stations are positioned at various locations in the College. The main station is at Front Reception where the First Aid Room is located. First Aid is also supplied in the main kitchens (where signposted), Primary Area, Library, PE (Gym), Art/LOTE, Science, Maintenance.
- Should you suffer an injury, in the first instance please seek first aid from one of our officers, who will ensure you are provided with appropriate first aid or medical attention. Please report the incident to the WHS Coordinator who will investigate the incident.
- Designated First Aid Officers:
 - College Front Office: Ext 110
 - Primary Office: Ext 150

EQUIPMENT

- St Dominic's Priory College provides equipment for your use. Volunteers are not permitted to bring equipment from home.

CHEMICALS

- You must only use chemicals supplied by St Dominic's Priory College. The chemicals used by St Dominic's Priory College have been assessed for risk prior to use. Make yourself aware of the location of 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

- For safety reasons volunteers are discouraged from working alone.

DRUGS AND ALCOHOL

- Whilst on duty volunteers should not be consume drugs or alcohol. If you are taking medication, please include this on your Confidential Medical Information Form.

HOUSEKEEPING

- Please leave the work areas clean and tidy e.g. not leaving obstacles in walkways etc.

AMENITIES

- The main staff toilets are located along the hallway between the Library and Reception. There are other locations around the College, including the staff office area in the Year 12 Centre, and the primary area; please ask a staff member for your nearest locations.
- Visitors are not permitted to use Student toilets under any circumstances. If you are unsure, please ask a staff member.
- There are staff rooms in the main and primary buildings with lunch and kitchen facilities.
- The College is a smoke free zone.

HAZARD MANAGEMENT

- Electrical equipment – all electrical equipment is to be tested and tagged appropriately. Double adaptors are not to be used.
- Manual handling – St Dominic's Priory College has available mechanical aids to assist with moving heavy items. Please discuss your requirements with your supervisor.

VOLUNTEER INFORMATION AGREEMENT



**ST DOMINIC'S
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EDUCATING GIRLS. INSPIRING CONFIDENCE

DECLARATION

I agree to take all reasonable steps to protect my own health and safety while on College site and other property. I agree to keep confidential any personal or sensitive information of which I become aware through my involvement with the College.

I will return any College property in my possession before departing from the College.

I declare that I am a fit and proper person of good character. The two referees listed, will attest to my good character (e.g. previous or current employer, doctor, lawyer, JP, teacher etc.).

I understand my role as a Volunteer registered at St Dominic's Priory College and my responsibility to inform the College should there be any changes to my circumstances. I declare I have completed the details in this form truthfully.

CONFIDENTIALITY

All volunteers are required to respect confidentiality with regards to information that they may gain access to while working at the College.

Should you require any further information in relation to Work Health and Safety during your time at St Dominic's Priory College, please contact the **WHS Coordinator** (available Monday to midday, Tuesday and Wednesday).

VOLUNTEER – WHS INFORMATION ACKNOWLEDGEMENT

I have read and understood the WHS Information that is provided with this Induction.

Full Name: _____

Signed: _____

Date: _____

Please forward the completed volunteer pack with required evidence to the College either in person or via employment@stdominics.sa.edu.au.

For any assistance, please contact the **College HR Manager on 08 8331 5100**, 8am to 4 pm, Monday to Friday.

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