



Belmont  
Christian  
College

Grow up into Christ

2020

# Volunteer Handbook



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## Welcome to Belmont Christian College Volunteer Program

Belmont Christian College values the contribution of all volunteers who freely give of their time to assist at our College. Whether that is helping out in the classroom, on the sports field, being part of an excursion, or helping in the canteen, all roles play a valuable part of our mission to provide quality Christian education to our students.

We would like the time you spend volunteering at the College to be safe and worthwhile. This handbook outlines the general guidelines for volunteers as well as important safety information. Finally, there are a number of legal matters that all people who volunteer must be made aware of, (Code of Conduct, Child Protection and Privacy).

To help you with your volunteer activities, here are some helpful tips:

- Be positive when working with children and others
- Be flexible
- Be confidential with any sensitive information you may become aware of while volunteering
- Be supportive of the staff member you are working with

Thank you for your offer of support.

You are greatly appreciated!



## General Guidelines

Make sure you sign in and out each day

All volunteers are required to sign in at the front office upon arrival, where you will be given a visitor badge. Before leaving, please return the badge and sign out.

Follow direction of staff during an emergency

Staff and students are trained in how to respond to an emergency. Please make sure that you follow all direction given to you by staff in the event an emergency happens.

Park in allocated parking

Parking is available for volunteers either in the car park at the front of the College, or there is parking available on the street. We ask that you be mindful of our neighbours in this regard.

Follow direction of staff while volunteering

The staff member you are assisting will give you clear instructions on your tasks. If you are unsure what to do, please ask. Our staff are very grateful for your help, and will be pleased to make sure you are able to complete your tasks.

Code of Conduct

- Conduct yourself in a manner that upholds the ethos and reputation of the College.
- Comply with College policies and procedures. This includes emergency procedures and providing a valid WWCC before commencing as a volunteer.
- Act ethically and responsibly and be accountable for your actions and decisions.
- Comply with the general principals included in child protection legislation (see Child Protection).

## Safety Guidelines

We take safety very seriously and we want to make sure you are safe at all times when you volunteer with us. The following guidelines will help to make this happen, but also tell you what to do if something doesn't go as it should.

### Manual Handling

Before undertaking any manual handling, please consider what risks might be involved. You can reduce the risk of manual handling injury by doing the following:

- Lighten loads, (break into smaller sizes)
- Reduce bending, twisting, reaching movements
- Use team lifting
- Use mechanical assistance, (eg. trolleys)
- Prevent muscle strain and fatigue; warm up before physical work and take rest breaks.

### Slips, trips and falls

Slips can occur for a number of reasons: highly polished, wet or greasy floors, or inappropriate footwear, unseen objects that catch the foot, cracks in floors, or electrical cords left out. A fall can be the result of a slip or trip, or can be in relation to steps, stairs and curbs. Please always take care when moving around the College, be aware of your surroundings, and wear appropriate footwear for the job.

### Reporting hazards and incidents

A hazard is anything in the workplace that has the potential to harm people. If you see something you believe to be unsafe, please report it to a staff member. If you are involved in, or witness an incident, please report the details to a staff member at the first opportunity.

## Bullying, discrimination, harassment

Belmont Christian College has strict policies relating to bullying, discrimination and harassment. We aim to provide a safe physical, emotional and spiritual environment for the whole school body, including our volunteers. Please speak with a staff member if you believe you have experienced any form of bullying, discrimination or harassment.

## Keeping your area safe

The College provides equipment to facilitate the education and safety of children, eg. computers, photocopiers, fire extinguishers, etc. Use all equipment carefully, and only in the manner intended.

## Injury

If you are injured in any way whilst onsite, or witness someone being injured, please report it immediately to a staff member. Our staff are trained to provide first aid, and there is a first aid facility located in the College office. The staff member will also complete an incident report.

## Emergencies

In the event of an emergency, you may be required to evacuate the College, or to follow lockdown procedures. Should you need to **evacuate** the **bell will sound continuously**. There are evacuation instructions in each classroom showing what to do, and where to go. Please follow the directions of the staff member you are with, move to the assembly area on the College ovals, and have your name marked off by the staff member in charge.

If a **lockdown** is required the **bell will sound on and off in 3 second bursts for 30 seconds**. Again, instructions are in each classroom, and you should follow the directions of the staff member you are with.

## **Child Protection**

All volunteers must follow the College's Child Protection policies and procedures. This includes the need to provide us with your current Working With Children Check.

When working with children, there are times when you might become aware of a child who is at risk of significant harm. You must report this directly to the Principal.

A risk of significant harm can mean:

- Sexual abuse
- Physical abuse
- Psychological abuse
- Concerns about a carer (eg. substance abuse, domestic violence, neglect of a child)

There are also behaviours which must be reported to the NSW Ombudsman via the College Principal. They are called "reportable conduct". You are responsible to report to the Principal any concerns you may have about any other employee, contractor or volunteer engaging in reportable conduct or any allegation of reportable conduct that has been made to you. It is the Principal's responsibility to report them to the NSW Ombudsman.

Generally, reportable conduct refers to the following, whether or not the child consents:

- Any sexual offence, or sexual misconduct, committed against, with or in the presence of, a child (including a child pornography offence)
- Any assault, ill-treatment or neglect of a child
- Any behavior that causes psychological harm to a child



## Privacy

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. As such, we are required to treat all information obtained by the College in accordance with the Privacy Act.

For volunteers, that means not sharing information you may become aware of during the course of your volunteer activities.

If you have any concerns or questions in relation to this, please speak with the staff member you are assisting.

## What's next?

- Make sure that you have read this booklet thoroughly, as it contains important information
- Complete the Volunteer Acceptance Form on the next page, which includes providing your Working With Children Check number and date of birth
- Don't forget to sign in and out at the office each time you volunteer, and thank-you so much for your support, we are very grateful!



## Contact us:

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Web: [bcc.nsw.edu.au](http://bcc.nsw.edu.au)







## Volunteer Acceptance Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

WWCC Clearance No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Class/Area volunteering with:

\_\_\_\_\_

\_\_\_\_\_

I have read the Volunteer Handbook and agree to work within its guidelines.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\* Please tear out this page and return this form to the office \*\***