



Xavier Catholic College



Volunteer's Handbook



Dear Volunteers,

Welcome to Xavier Catholic College and thank you for giving up your time to volunteer as a helper at our school. We look forward to your contribution and to working with you to provide quality and inclusive Catholic education to all the students in our care.

This booklet is designed to provide you with some important information you will need to know while you are working here at Xavier. It also outlines some regulations and expectations which apply to all adults working in Catholic Schools.

Please read the booklet carefully and ensure that you are both comfortable and familiar with its contents. This will ensure that your time with us here at Xavier will be a successful and enjoyable experience for you, the College and the students with whom you may work.

If you have any queries or concerns, please do not hesitate to speak to any member of staff. We are only too happy to assist you. Thank you again for your generosity and please know that we really appreciate your efforts.

Yours sincerely,

Russell Davey
Head of School (Junior)





Working with Children

All volunteers who work with children undertake a special and rewarding task. However, because of the nature of this work, there are some essential procedural matters which must be followed to ensure the safety of the children, the volunteers and the College.

Important Procedures:

1. All volunteers must have completed the [Student Protection and Code of Conduct Training for Volunteers](#) and provide the College with a copy of their completed Volunteer and Other Personnel registration Form once they have completed the training.
2. **All volunteers who are not parents of students in the class must have a “Working with Children Suitability Card” or “Blue Card”.** This card must be presented to the College prior to the commencement of your work as a volunteer. A copy of your current card or suitability notice will be kept in the College office. This applies to all people over the age of 18.
3. **All volunteers are asked to sign in at the school office on arrival, and sign out when they leave.** This is a Health and Safety regulation and ensures that we can account for all people on the site in case of an emergency.
4. **All volunteers are asked to read the Student Protection Handbook and to complete mandatory Student Protection In-service online** at your earliest convenience (see appendix 1).
5. **All volunteers are asked to please read the Volunteers Code of Conduct and to complete the School Volunteer Register Sheet.**
6. **Confidentiality:** Those who work in a school, whether paid or voluntary, have a responsibility to maintain confidentiality always. When you work with a child you are placed in a privileged position. You get to know a child’s strengths and weaknesses and these should only ever be discussed with the child’s class teacher.

Some Hints to Guide You.

Do:

Always be positive and encouraging with children. Encourage effort and progress not just success.

Feel free to discuss with the class teacher any concerns you have about a child. While teachers may be busy, they are very interested in your observations.

Always work with children in a place where you can be clearly seen by another adult. This protects both you and the child.

Always use a calm, quiet and encouraging voice. A raised voice can often frighten a child.

If you are feeling unwell or tired, please don't hesitate to phone the school to say you will not be in. Your efforts are appreciated and we understand that sometimes, you won't be able to make it.

Don't:

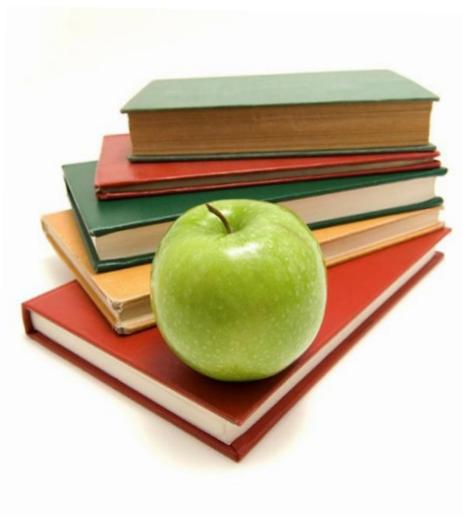
Don't discuss children's progress with anyone other than the child's class teacher.

Don't discipline children other than a verbal reminder about expectations. If children do not follow your instructions, you should report this to the class teacher immediately. It is expected that volunteers will be treated with respect always.

Don't use children's toilets or accompany a child to the toilet. Staff toilets are available near the student toilets and in the staff area. You are always welcome to use staffroom toilets.

School Timetable:

8:40am	First bell to start the day
10:35am	First break eating time
10:50am	Play
11:20am	Middle session begins
12:55pm	Second break eating time
1:05pm	Play
1:25pm	Afternoon Session begins
3:00pm	Home time



Safety Advice:

1. Please ensure that you follow all appropriate safety procedures regarding the use of any school equipment.
2. Please do not bring equipment from home for use at school.
3. Be careful with the use of any chemicals at school. All chemicals are to be kept in locked cupboards and inaccessible to students always.
4. There are ladders provided in each classroom block for reaching high places. Please do not climb on chairs or any other furniture.
5. Lifting – Be careful when lifting anything. Please clear a path before lifting; keep the weight close to your body and lift with bent knees and straight back. The school has trolleys to move things if you have any doubts.
6. When preparing food, please observe all hygiene procedures.



Fire and Emergency Evacuation Procedures Junior Campus

1. (a) Should a fire be noticed in any building, immediate contact should be made with the Office so that the Fire Brigade can be contacted, the alarm raised and evacuation procedures adopted.
(b) **Evacuation of students should commence at the continuous ringing/sounding of any horn or siren.** If you are unsure, do not take the risk. Evacuate your students.
2. (a) At the sounding of the horn/alarm, all classes are to move directly to the Junior oval. Classes should move in a quiet and orderly manner, in two lines and under the supervision of the teacher in charge of the class at that time.

Students must move by the most direct route or that directed by their teacher, following paths unless impeded by danger.

When the horn/alarm sounds, all students will be asked to:

- Stop work immediately
- Walk calmly in two lines to the Junior oval
- Leave all belongings behind.

Teachers are asked to:

- Maintain calm and ensure students stay together.
- Close the door when they leave the room.

Under no circumstances should any member of staff or student attempt to fight or control the fire. The priority in these situations is to ensure the safety and presence of all students. When this has been accomplished, any attempts to control the fire will be carried out by the Fire Brigade.

(b) It is crucial that the class teacher stand in a conspicuous place so that students belonging to that class can be marshalled quickly into the correct area for marking of rolls.

(c) Class lists are to be given to the Head of School (or APRE in his absence) who will check these lists with the school secretary.

(d) Once a Class List has been marked, the students should sit on the ground. Teachers must stay with their class and ensure that they do not move from the area unless directed by the College Principal or a member of the College Leadership Team.

3. Returning to Class

Under no circumstance is any person to leave the assembly area and return to class unless instructed to do so by the Principal.

4. Volunteer Roles

Volunteers and teachers are to be with their class at all times and school officers should stay with the class they were working with at the time the alarm sounded. All buildings are to be evacuated by all staff. If a teacher is missing from class, the Head of School or APRE will mark the roll for that class.

Volunteers need to report to the person in the centre of the oval wearing a purple/burgundy singlet to report they are safe before returning to stand with the class they were in.

Lock Down Procedures

1. What is a Lock Down?

A lockdown is the securing of persons within a building to prevent a potential threat of harm or injury to Staff, Students, Visitors, Parent Helpers, Contractors or Tradespeople.

2. *What is a potential threat?*

Dangerous person/undesirable visitor on or about the site.
Toxic spill – chemical spill on or about the vicinity of the school.
Gas leak
Severe storm

Basically, any situation where it is considered that persons will be safer indoors.

3. *Who orders a Lock Down?*

Normally the Principal or a member of the College Leadership Team; however,

- Any staff member who can reasonably foresee physical harm to students or staff members resulting from a situation as described above may order a Lock Down.

4. Procedure

4.1 Raising the Alarm

In the event of a Lock Down the office is to be notified immediately.

Upon such notification office, staff shall enact the following:-

- Sound the Lock Down alarm: “Yellow Submarine” music.
- Contact Emergency services as required.
- Once staff have moved to designated areas lock the admin Building.
- Receive head count numbers from teachers and reconcile with the roll and inform Principal.
- Monitor phones and maintain contact with emergency services.
- Contact classes that may be offsite and advise them of the situation.

4.2 Alarm

The alarm for lockdown is the music of “Yellow Submarine.” It plays for approximately 45 seconds.

(a) During Class Time

- Lights in rooms should be switched off.
- If the class is not in the classroom at the time of the alarm sounding, they are to return to their classroom as soon as possible, under the direction of the class teacher.
- Once this has occurred, teachers should conduct a head count of the students to ensure the whole class is present.

(b) Outside Class Time

- In the event of the alarm sounding when students are not in class, students should be directed to move directly to their own classroom as soon as possible. If access to their own classroom is impossible, they should proceed to the library.
- If the alarm sounds when the class is in a specialist lesson, the class should follow normal lock down procedures under the direction of the specialist teacher, in the specialist classroom. Physical education classes should return to their own classroom as quickly as possible. In these cases, the class teacher should return to their class immediately.

4.3 General

- All school officers should stay with the class they are working with at the time of the alarm.
- All other visitors and volunteers should remain in the room where they were working when the alarm sounded.
- If lockdown procedures are in place you **must not** contact Reception on extension 201.

- Once in a Lock Down situation, teachers are to ensure students remain silent and locked in rooms until advised by the office or a member of the College Leadership Team.
- Staff and students must not move from lockdown positions until a verbal announcement by one of the Admin Team is made over the intercom. All recess and lunch bells are to be ignored.
- Following a lock down, all class teachers are to mark the roll.

4.4 Follow-Up

- Should it be deemed necessary, the Brisbane Catholic Education Critical Incident Team will be notified.
- Staff should not speak to the media about the event and should advise students similarly. If the media approaches, they should be directed to the Principal.



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