



FRASER COAST
ANGLICAN COLLEGE

VOLUNTEER HANDBOOK

AND DECLARATION FOR
VOLUNTEERS TO RETURN

Enriching Body, Mind & Spirit

Welcome to

FRASER COAST ANGLICAN COLLEGE

We want your time with us to be as personally and professionally rewarding as possible.

Through volunteering, you have been chosen to be part of our team. We are confident you will make a wonderful contribution to the team and ensure the vision, mission and values of the Anglican Church and the College are upheld.

We are committed to achieving the highest standards of educational excellence, extra-curricular activities and pastoral care to our students. We are also committed to providing a safe and welcoming environment to all in our College community. My team welcomes your contribution and feedback on how we can do things well.

This booklet is designed to give you an understanding of important information that you will need to volunteer at Fraser Coast Anglican College. In addition to this resource you will need to review our Volunteer Policy, Declaration and relevant College policies and procedures.

Thank you for choosing to volunteer as part of our team. We value every team member for the contribution they make to ensuring our success. We look forward to your assistance.

Joseph Wright
Principal

YOUR KEY CONTACTS:



Principal,
Joe Wright



Head of Primary School,
Danielle Collins
*(Student Protection Officer and
nominated supervisor Koala Kindy)*



Head of Secondary School,
Juliane Hallam
(Student Protection Officer)



Deputy Head of Primary School,
David Brown
(Student Protection Officer)



Director of Senior Years,
Remy Melia
(Student Protection Officer)



College Nurse and Counselor
Kay Burke
(Student Protection Officer)



Director of Koala Kindy
Cassandra Fenech
(Nominated Supervisor)



Risk and Compliance Manager,
Marie Wright
(Blue Card and Volunteer Coordinator)

STRATEGIC PLAN





FRASER COAST
ANGLICAN COLLEGE

STATEMENT OF COMMITMENT

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the center of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest.

This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

GENERAL EXPECTATIONS OF VOLUNTEERS

In order to operate as a volunteer within the College, the volunteer needs to:

- Become familiar with and support the College's Policies as relevant to the volunteer role. This includes, but is not limited to, the following documents which are available on the College's public website:
 - Code of Conduct in Anglican Schools and Education Care Services
 - Protecting Children and Young People in Anglican Education Policy
 - Child and Youth Risk Management Strategy
 - Privacy Policy
 - Cyber Safety Policy
 - Workplace Health and Safety Policy
 - Complaints Management in Anglican Schools Policy
- Refer all student concerns or behaviour issues to the Principal, supervising teacher or Head of Sub School
- Notify the College as early as possible if they are unable to fulfil their volunteer commitment
- Abide by professional and ethical behaviour requirements as outlined in the Community Code of Conduct
- Keep confidential any personal or sensitive information of which the volunteer becomes aware through involvement with the college. This includes information about a child's educational progress and individual community member's contact details
- In the event of an emergency, follow the instructions of the teacher/staff member until such time as the emergency is declared over
- Ensure Blue Card requirements as detailed in the current Working with Children in Anglican Education Policy are current and updated where necessary
- Ensure standard of dress is suitable and appropriate for the activity being undertaken and the expectation of the College
- Know the guidelines on action to be taken in the event of an accident/ incident and be aware of emergency evacuation procedures
- Be accompanied by a Fraser Coast Anglican College's employee when appropriate
- Complement the work of staff members
- Approved Volunteers are to sign in and out as a guest at Main Administration
- Follow instructions and guidance provided and exercise due care in the performance of duties to prevent accident or injury to yourself, peers, or others
- Support the Mission and Values of the College
- Comply with workplace health and safety requirements and ensure that you do not perform any task that you are unsure of or believe is beyond your strength or capability.

In order to operate as a volunteer within the College, the following situations will need to be avoided:

- In the course of volunteer duty, taking students in private vehicles without express permission of the College through the appropriate procedures being followed (documentation on Sharepoint)
- Encouraging affection from or dependency in students e.g., by giving gifts
- Having intentional physical contact with children
- Displaying bullying or intimidating behaviours towards others
- Initiating out of hours contact with students
- Engage in inappropriate conversations with others about the behaviour of staff, students and parents observed while undertaking volunteer duties.

BLUE CARDS

Under the Commission for Children & Young People & Child Guardian Act 2000 ('The Act'), people working with children under 18 in certain categories of business and employment must undergo the Working with Children Check and be issued with a positive notice blue card.

Parents or full-time carers of students currently enrolled at Fraser Coast Anglican College are exempt from holding a Blue Card, except if they are involved in the provision of homestay. All other volunteers must be in possession of a valid blue card. Volunteers may not commence or continue in regulated duties unless they hold a valid positive notice and blue card.

Please note that people who previously relied on an exemption to volunteer with children e.g. volunteer parents or persons under 18 years of age, cannot volunteer if they are a restricted person.

- A restricted person is:
- A disqualified person
- A suspended blue or exemption card holder
- A negative notice holder
- A person who has been charged with a disqualifying offence and the matter has not been finalized
- Is the subject of an adverse interstate Working with Children Check decision that is in effect.

You must not continue to work in this organisation in a role that requires a blue card, or where a blue card exemption applies, if you become a restricted person.

Full detail are on the WWC website www.qld.gov.au/bluecard

For employees or volunteers who have advised that they have already applied for a Blue Card through another employer/organisation, or who already hold a valid Blue Card, the College can validate the Blue Card through the WWC website. The College will then complete a process to link your Blue Card to the area of the College you are volunteering within. This allows the Commission to notify the College should there be any change to the status of a volunteer's blue card.

Blue Cards expire three years from the date of issue and must be renewed to ensure continued validity.

A Blue Card holder must renew their Blue Card before expiry of their current Blue Card, otherwise they will not be able to continue in their volunteering role until a valid Blue Card has been issued.

Assistance to process your application/renewal, or to link your card to the College, is available at the College Administration with our Risk and Compliance Manager.

CONFIDENTIALITY

All notes and memoranda of any information concerning the affairs of the College, or any other property made or received by you in the course of carrying out your placement shall remain the property of the College, and should be surrendered by you to the College on completion of your placement or at any time upon request by the Principal.

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the College relating to the affairs of the College, any associated activity of the College, any staff, students, clients, parents or other members of the College community, or any other person, organisation or company associated with the College. Further, no information, may be used in a manner that may cause loss or injury to the College.

INTELLECTUAL PROPERTY

Any invention, improvement or idea a volunteer develops in connection with their volunteer commitment at the College whether during or outside ordinary volunteer hours will become and remain the property of Fraser Coast Anglican College.

EVACUATION ASSEMBLY AREAS

Please refer to appendix 2 for the emergency evacuation areas and lock down procedures

RISK MANAGEMENT

Fraser Coast Anglican College is committed to providing a safe learning and working environment for members of its community. Although the College is aware that it is impossible to eliminate risk entirely, it is the expectation that all members of the College community will report immediately any concern regarding risk to their immediate supervisor.

As a Volunteer it is expected you shall not undertake, or be expected to undertake, an activity which you believe may present a hazard to a student, volunteer, member of the public or private property. Any concern, no matter how small, should be promptly reported to the supervisor/coordinator, who will assist in completing any forms that are required.

If you are involved in an incident, witness an incident, or injure yourself in the course of your volunteering duties, you are to report to your supervisor immediately.

DISCRIMINATION, HARRASSMENT AND BULLYING

The College requires all persons to behave responsibly, not tolerate unacceptable behaviour, maintain privacy during investigations and immediately report incidents of discrimination and sexual harassment to the Principal. Managers and supervisors must also ensure that no person is exposed to discrimination and sexual harassment. Management members are required to demonstrate appropriate behaviour, promote the discrimination and sexual harassment prevention policy, treat complaints seriously and ensure where a person lodges or is witness to a complaint, that this person is not victimised.



FRASER COAST ANGLICAN COLLEGE - VISITOR'S MAP

Public Car Park

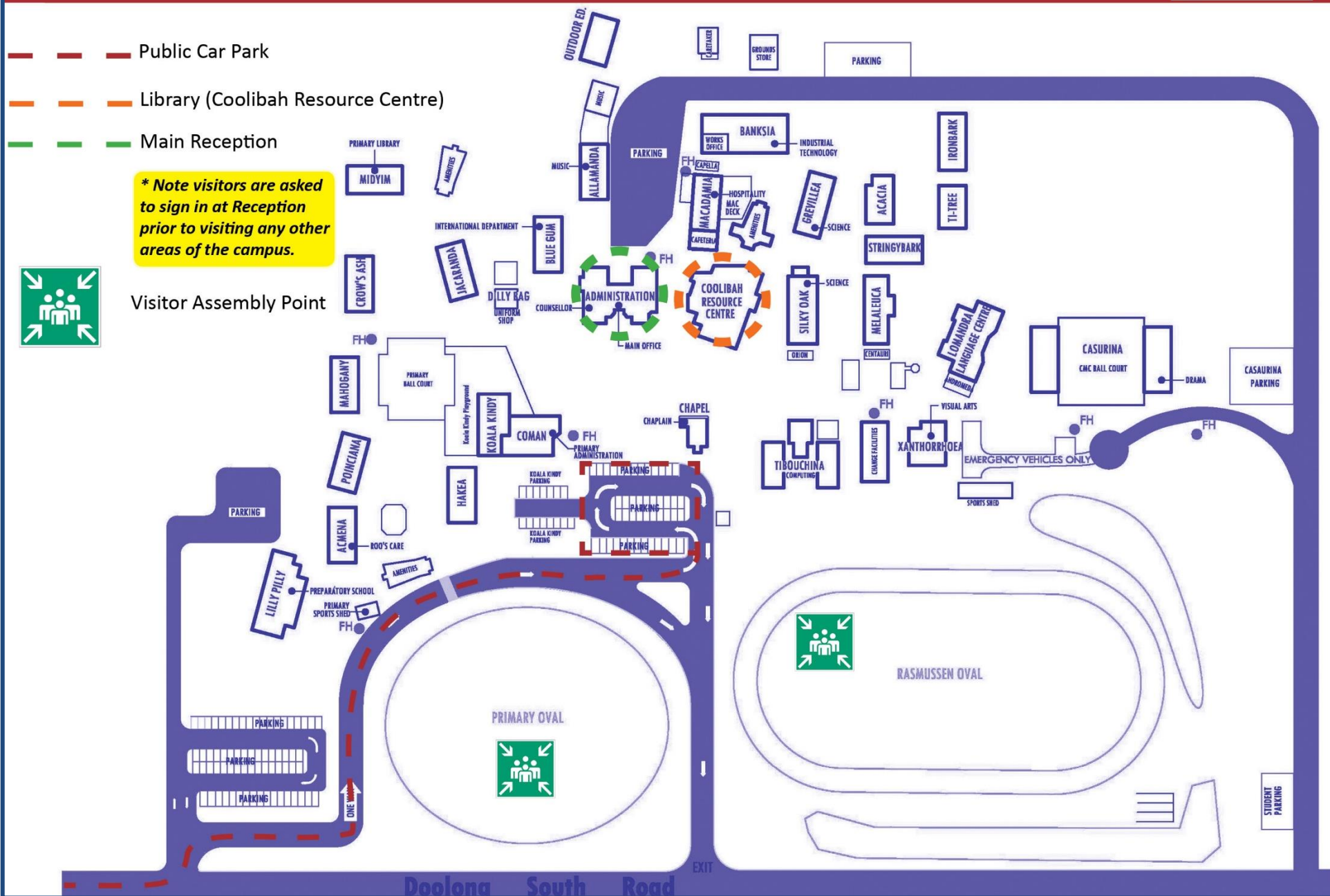
Library (Coolibah Resource Centre)

Main Reception

*** Note visitors are asked to sign in at Reception prior to visiting any other areas of the campus.**



Visitor Assembly Point



CHILD PROTECTION

Fraser Coast Anglican College has a Child Youth Risk Management Strategy, which acknowledges and outlines the important role of the College in protecting children from harm. This policy reflects the Anglican Church. The policy applies to all staff, service providers, students and members of the College community. Volunteers are expected to familiarise themselves with this policy, along with our other Student Protection Policies, which can be read on the College website <https://www.fcac.qld.edu.au>

To summarise, volunteers must report any matters regarding child protection to the supervising staff member. Our Student Protection Officers are

- Ms. Danielle Collins,
- Mr. David Brown,
- Mrs. Julianne Hallam,
- Mrs. Cassandra Fenech,
- Mr. Remy Melia, and
- Mrs. Kaylene Burke.

Even if unsure or doubtful about whether something observed, overheard or reported to you is a child protection matter, it is necessary to report it to the Supervising staff member. It is always far better to be cautious than to withhold information.

Important points for you to remember about child protection matters and how to respond:

1. Disclosures - Never promise a student that you will keep information confidential. As a volunteer and an adult, it is your responsibility to ensure students are protected from harm. Part of your responsibility for ensuring that students are protected from harm is reporting to the Supervising Staff member information that could reasonably suggest a student is at risk of being, or has been, harmed.
2. Remember that child protection is about 'harm', which is wider than sexual abuse. Harm includes anything that has a detrimental effect of a significant nature on a student's physical, psychological or emotional well-being, however caused. Bullying and harassment can fall within the definition of harm.
3. Providing you have acted honestly and in good faith, you cannot be held liable if the information you provide is proven to be false.
4. Potential child protection matters must never be discussed with anyone other than those to whom you report. All information must remain confidential.

ACCIDENT AND INCIDENT REPORTS

Risk Management and Workplace Health and Safety is everyone's responsibility. It is imperative all accidents and hazards are reported in a timely manner. As a volunteer it is expected you will advise the Fraser Coast Anglican College's employee you are working with of any incident and accidents that you are involved in, or witness, immediately, so they can complete the relevant form in a timely manner.

You can report any incidents or concerns to either your supervising staff member, Head of Sub School, or our Risk and Compliance Manager.

**PLEASE
COMPLETE AND RETURN THE
VOLUNTEER DECLARATION**



VOLUNTEER DECLARATION TO BE RETURNED FOR ALL NEW VOLUNTEERS

VOLUNTEER NAME: _____

Volunteers supervising staff member is.....

Thank you for offering of your time to volunteer at Fraser Coast Anglican College. Please take the time to read the following terms of engagement and sign the bottom of the reverse page in acknowledgement prior to commencing your volunteer placement. The work done by volunteers for the College is valued and appreciated. Please take note of the following guidelines which outline requirements of all adult members of the community.

CONFIDENTIALITY

All notes and memoranda of any information concerning the affairs of the College or any other property made or received by you in the course of carrying out your placement shall remain the property of the College, and should be surrendered by you to the College on completion of your placement or at any time upon request by the Principal.

Except in the proper course of your duties, you may not use or disclose to any person whatsoever, any confidential information or contact details which may have come into your possession, in the course of your placement with the College relating to the affairs of the College, any associated activity of the College, any staff, students, clients, parents or other members of the College community, or any other person, organisation or company associated with the College. Further, no information, may be used in a manner that may cause loss or injury to the College.

INTELLECTUAL PROPERTY

Any invention, improvement or idea a volunteer develops in connection with their volunteer commitment at the College whether during or outside ordinary volunteer hours will become and remain the property of Fraser Coast Anglican College.

PROFESSIONAL CONDUCT

All members of the Fraser Coast Anglican College community, are expected to demonstrate professional and ethical behaviour, complete confidentiality and overt support for the College Mission and its Anglican ethos and core values at all times. They need to adhere to the Community code of conduct, including:

- Accepting that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students will not be tolerated;
- Ensuring relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensuring physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;
- Reporting any behaviour/s or actions that raise concerns to an appropriate staff member or the College Principal;
- Respecting and complying with all applicable Commonwealth and State laws;
- Demonstrating honesty and integrity;

- Respecting diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Showing proper care and regard for College property and the property of others
- Respecting the legal and moral rights of others and treat them with dignity, civility and respect at all times, and especially when there is a disagreement
- Taking appropriate measures to help those in need
- Supporting the College in the development of a Christ-centered learning community based on the Anglican ethos
- Supporting the College's Policies and Procedures
- Acknowledging that the Principal is responsible for implementing the College's Policies
- Working with the College to deal promptly with areas of concern
- Acknowledging and affirming success in individual and school achievement, and
- Seeking staff assistance, if necessary, to resolve conflict peacefully
- Not being in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.

The exception is when, in the normal course of events, the College provides hospitality to members or guests of the College Community in keeping with appropriate legal and hospitality regulations.

WORKPLACE HEALTH AND SAFETY

Fraser Coast Anglican College is committed to providing a safe and healthy workplace for all employees, students and visitors to the College. All members of the Fraser Coast Anglican College community are expected to comply with their obligations under the Workplace Health and Safety Act and the College's Workplace Health and Safety Policies.

VOLUNTEER ELIGIBILITY IN ACCORD WITH ANGLICAN SCHOOLS COMMISSION STANDARDS

Fraser Coast Anglican College requires that all volunteers be eligible to hold a Blue Card even though they may be exempt from requiring a Blue Card, e.g., parents of a child who regularly attends the College, persons under the age of 18, etc.

In submitting this Volunteer Declaration Form, you must acknowledge that you:

- Do not currently have a suspended Blue Card or hold a Blue Card Negative Notice.
- Are not a disqualified person as detailed in the Working with Children (Risk Management and Screening) Act 2000.
- Are not currently charged with or have been convicted of a serious or disqualifying offence as detailed in the Working with Children (Risk Management and Screening) Act 2000.
- Are not subject of an adverse interstate Working with Children Check decision that is in effect.

Further information about who is eligible to hold a Blue Card as well as a list of serious and disqualifying offences can be found on the Blue Card Services website <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/eligible>.

I acknowledge that I have read all the information and confirm that :

- I am not a restricted person ☐
- I understand I must immediately stop working with this organisation if I become a restricted person ☐
- I understand my obligation to report to the police a report of sexual crimes against a child ☐
- I have been made aware of information on internal reporting procedures and I am aware of the requirement to report any knowledge or suspicion of harm against a child to a FCAC Student Protection Officers ☐

I understand that the **Student Protection Officers** at my School include:

Names and contact details	Name	Danielle Collins - Head of Primary School	Contact	dcollins@fcac.qld.edu.au
	Name	Juliane Hallam - Head of Secondary School	Contact	jhallam@fcac.qld.edu.au
	Name	Kaylene Burke - College Nurse	Contact	kburke@fcac.qld.edu.au
	Name	David Brown – Deputy Head of Primary School	Contact	dbrown@fcac.qld.edu.au
	Name	Remy Melia – Director of Senior Years	Contact	rmelia@fcac.qld.edu.au
	Name	Cassandra Fenech – Director of Koala Kindy ECS	Contact	cafenech@fcac.qld.edu.au

Please confirm your acceptance by signing, dating, and returning to the Compliance Manager.

I _____ confirm that I have read and understood the terms of this volunteer arrangement at Fraser Coast Anglican College. I have read the Volunteer Handbook and any relevant policies and procedures requested and agree to comply with all expectations of me as a Volunteer within the Fraser Coast Anglican College Community.

Date

Signature

VOLUNTEER DECLARATION TO BE RETURNED