



Volunteers Handbook 2019

DYNAMIC • CONTEMPORARY • FUTURES ORIENTED

General Information

.....Where every student is known

Welcome to Everton Park State High School. Our school is located in Brisbane North where most students enrol from our local primary schools. A wide range of socio-economic backgrounds are represented with all students welcomed to attend.

The school offers a dynamic and contemporary work environment with an emphasis on future oriented programs to support all students. Our parents and community are very proud of the school and its commitment to educating the whole child. We value all pathways for students and offer a wide range of Authority, Authority Registered and VET subjects to ensure each student has the opportunity to create their own bright future.

The Positive Behaviour for Learning (PBL) involves all members of our school community and we base our communication and behaviour on the following expectations:

**Be Respectful
Be Responsible
Be your Best**

Our Values

**Respect, Responsibility, Honesty,
Doing Your Best, Understanding and Inclusion**



Principal	Ms Sue Wallace
Deputy Principal	Deanne Blackmore
Deputy Principal JNR	Julie Edwards
Business Manager	Helen Blakely-Hall

Heads of Department

Technology, VET, Hospitality, PE	Phil Reid
Science, Maths, STEM	Grant Smith
English, The Arts	Ben Thompson
Humanities, LOTE, Inclusive Learning	Dr Kay Bishop

Support Staff

Guidance Officer	Delaney Bassett
Youth Support Worker	Byron Adams
Chaplains	Anna Oettinger Dave McCafferty



Health, Safety & Wellbeing

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Everton Park State High School is committed to providing a safe and healthy workplace for all and we ask that you accept your responsibility to work safely commonly known as your Duty of Care. We ask that you comply with directions given to you by your supervisor and workplace health and safety procedures as set out by the school which is guided by DET policy.

It is an expectation that volunteers present themselves fit for work and wear neat tidy attire appropriate to the school environment. e.g Volunteers working in the areas of Industrial Technology, Hospitality or the Sciences would need to wear covered shoes.

Volunteers are required to record their arrival and departure in the visitor's book located in the Administration. This includes leaving school grounds with the intention of returning at a later time in the day.

Volunteers will be working under the supervision of another staff member and are required to advise their supervisor of their whereabouts at all times. In the event of a fire evacuation, all persons on school grounds must be accounted before the emergency response plan is enacted by the Principal.

In the event that a volunteer is injured, and they are able to walk, they will report to the First Aid room located in the Resource Centre to receive treatment. In the event of a serious injury, an ambulance will be called and paramedics will assess the injuries and appropriate treatment. An incident report will be completed at the earliest opportunity and referred to the Health Safety and Wellbeing Committee



Evacuation and Lockdown Procedures

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All staff, students and volunteers need to be familiar with the school's evacuation plans as well as lockdown procedures.

Evacuation Plan – Fire Drill

- Warning / alarm activated – Intermittent siren
- All personnel and visitors on the campus must evacuate all buildings immediately.
- All students, staff and visitors must move quickly and in an orderly manner to the evacuation assembly area (oval steps). Students move as a group under the direction of their class teacher.
- School bags may only be taken if the class teacher gives an instruction that it is safe to do so. Alternatively, bags will be locked in classrooms.
- Students must sit in their Home Group classes so that attendance rolls can be marked efficiently by Home Group Teachers.
- Teachers report student student/absences to Heads of Year (HOYs).
- HOYs report student attendance/absence to School Based Safety Officer (SBSA) and/or Principal.
- Staff report their own attendance to BSM
- BSM reports staff attendance/absence to SBSA and/or Principal.
- The drill or exercise is complete following feedback and/or dismissal from the SBSA and/or Principal/Deputy Principal.



Lockdown Procedures

- Warning/alarm activated – siren increases in volume.
- If alarm is activated in out of class time, students need to move as quickly as possible to the nearest classroom.
- All classroom doors are to be locked.
- Students need to remain out of sight from windows and doors as much as practically possible (eg under desks).
- Alert will be lifted through a quick siren and an announcement over the public address system OR through advice by the Principal/ Deputy Principal or SBSA.

Code of Conduct for Volunteers

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To further assist us to provide a safe environment and a positive educational climate for all staff, students, volunteers are required to adopt the following Code of Conduct.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example, you are expected to act within the law, be honest and fair, respect other people (including students) and work to the best standard of your ability.
- Appreciate that Teachers have a special duty of care for students which cannot be delegated or transferred to others. Therefore, if you encounter a problem while working as a volunteer you must refer the problem to the teacher for whom you are volunteering or to the Deputy Principal or Principal. At no stage should you deal with any issues involving students.
- Appreciate that all persons have rights and aspirations. Treat all persons with dignity and respect; without harassment, victimisation or discrimination.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. The Right to Information laws are very clear for all personnel therefore volunteers should not discuss or disclose to others, personal information about students and their families or staff or incidents that may have occurred during your time volunteering.
- Report any information of a personal nature that a student discloses to the adult for whom you are volunteering or to the Principal. Some information is sensitive. Sensitive and/or personal disclosures require additional caution in the way they are treated.
- Accept and follow directions from the Teacher/Principal and seek guidance through clarification where you may be uncertain of tasks and requirements. You may be directed to familiarise yourself with department of Education and Training policies and guidelines on particular issues.
- Observe safe work practices avoiding unnecessary risks, apply reasonable instructions given by supervisors and report any hazard or hazardous practice in the school. In the event of an emergency you must follow the instructions of your supervisor at all times.
- Report any problems which may arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of all resources of the school.

Confidentiality Agreement

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Guidelines

Teachers, staff and adults working in the school community will at times be privy to confidential information about students and their families. It will often be necessary to share some of this information with volunteers in order for them to work with students. It is necessary therefore to fully understand that this information is protected and maintained under a strict confidentiality policy.

By understanding and agreeing to the following principles, the dignity and respect of all school community members will be protected.

- I must never discuss a child or share my knowledge of a student with anyone who is not authorised to receive such information.
- I will defer to the class teacher or school administration on request for information which may come from a parent or carer of a child.
- I will ensure that any discussions I need to have with a class teacher are conducted in a safe, secure environment to avoid any information being overheard or shared with other people.
- I understand that I may also be privy to information about staff or students' parents or carers and this information is also strictly confidential.
- I understand that any information about students, parents or staff remains confidential even after I leave my position.
- I understand that any such breach of confidentiality is a serious breach of trust and this breach may result in my services as a volunteer being discontinued.





Everton Park State High School thanks and acknowledges the contributions and achievements of all our volunteers.

During the year we organize volunteer recognition celebrations to thank our volunteers and our volunteers are invited to attend these occasions.



Contact Details

Address:

668 Stafford Road Everton Park QLD 4053

Phone:

07 3354 0222

Fax:

07 3354 0200

School email address:

admin@evertonparkshs.eq.edu.au

Website:

www.evertonparkshs.eq.edu.au

Office hours:

8.30am – 4.00pm

Hours of instruction:

9.00am – 3.00pm

P & C Association

The Parents and Citizens' Association promotes the welfare of students and the development of the school.

Meetings are held on the second Tuesday of each month at 7:00pm in the Resource Centre.

All staff, parents and citizens are welcome to attend the meetings of the Association.

Contact: epshspc.president@gmail.com

For more information about volunteering;
<http://www.volunteeringaustralia.org/>

