

Emergency procedures

Please be aware of the two different sirens and procedures.

Invacuation: This is a continuous siren.

- Move to the nearest room and report to the class teacher.
- Stay in the room and settle the children on the floor (If possible)

Evacuation: This is a beeping siren increasing in volume.

- Move to the evacuation area on the oval with any students that you are supporting.
- Follow the direction of the class teacher.

Please make sure you remain calm at all times.

Emergency telephone procedure

If you require direct assistance ring 9 from any telephone in the school and you will be put through to the front office.

First Aid

If a student or member of staff is injured or feels ill please inform the class teacher.

Parking

Volunteers may use the staff parking at the front of the school.

Phones

The use of personal mobile phones is not allowed in any teaching room. Please make sure your mobile phone remains in your bag or in a secure location.

Personal calls

In the case of you needing to be contacted during your work hours, please direct all calls through the front office and a member of staff will locate you for the call.

School opening times

Students and families are welcome on site from 8.40. Students are dismissed at 3.00.

Absence

If you are going to be absent from your duties please contact the school before 8.00am.

Uniform

Smart casual clothing and appropriate footwear.

Thank you for choosing to volunteer at Gordon Education Centre.

Department For Education
Gordon Education Centre

Volunteer Information 2018



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Welcome

Volunteers are an important part of our school. Your support at our site is greatly appreciated and valued. While the welfare of our students is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience.

All volunteers require two documents to commence their role at a DECD site. Firstly everyone is required to have a current DCSI screening. Secondly every volunteer must complete the RAN-EC Training.

Department for communities and social inclusion (DCSI) Screening is a screening process involved in checking a person's criminal history and other relevant information that is lawfully available to the screening unit.

Applications can be made via the DECD online screening tool at www.decd.sa.gov.au. You may also contact the school front office for further assistance and information.

Responding to Abuse and Neglect– Education and Care Training (RAN-EC) is undertaken to support DECD staff and volunteers to notify the Department for Child Protection if they suspect on reasonable grounds that a child has been or is being abused or neglected.

The RAN-EC training for volunteers can be delivered face to face or via an online session via www.plink.sa.edu.au/pages/signup.jsf. The online session takes about 90 minutes to complete.

Induction meeting

At this initial meeting a member of the leadership team will take you on a tour of the site, discuss the requirements outlined in this document and discuss your role.

Smoking

Smoking is not permitted on any DECD site.

Maintain your professional boundary.

Education and care professions rely on the fostering of positive relationships between adults and children and young people. It is extremely important that everyone understands how to foster positive relationships in ways that do not compromise everyone's welfare.

Communication– Ensure you always use positive language, comments and gestures around the students.

Confidentiality and privacy– You may be given access to confidential details about a student. Please ensure this information is treated in a respectful manner and not discussed outside of the school

Media– Any photos or recordings taken during your duties must be taken on school property and remain on site.

Supervision– All volunteers must be either visible to a staff member at all times. Volunteers should not be left alone in separate areas such as bathrooms or changing rooms.

Physical contact– Ensure your safety at all times. At GEC we encourage students to wave and give high fives.

Responding to behaviour

We have an expectation of all of our students to behave appropriately however some students find this very difficult. Please ensure that you respond in an appropriate manner and speak to a member of the teaching staff.

GEC is a Positive Behaviour Support School (PBS). PBS is a school wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behaviours.

If you would like to know more please talk to a member of the teaching staff.

Work, Health and Safety

If you see a hazard or obtain an injury whilst at the site please report to our WHS Rep. The WHS will talk you through the process and offer you support.

If you feel uncomfortable at any time please speak to a member of the teaching staff.

Complaints

If you have a complaint or grievance with our site please speak to a member of staff and seek support. We will endeavour to resolve any issues.