



**DAKABIN**  
STATE HIGH SCHOOL  
*The future lies within*

# 2024 Volunteer Handbook

LEARNING | DISCIPLINE | COMMUNITY

## The Role of a Volunteer

### Definition of Formal Volunteering

(Adapted from the National Standards for Involving Volunteers)

Formal volunteering is undertaken:

- to be of benefit to the school community and the volunteers;
- of the volunteer's own free will and without coercion;
- for no financial payment; and
- is designated volunteer positions only.

### Principles of Volunteering

(Adapted from the National Standards for Involving Volunteers)

- Volunteering benefits the community and the volunteer.
- Volunteering work is unpaid.
- Volunteering is always a matter of choice.
- Volunteering is a legitimate way in which citizens can participate in the activities of their community.
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs.
- Volunteering is an activity performed by the not for profit sector only.
- Volunteering is not a substitute for paid work.
- Volunteering respects the rights, dignity and culture of others.
- Volunteering promotes human rights and equality.

### Role of the Volunteer at Dakabin State High School

The role of the volunteer at our school is to support our staff in providing educational programs for students in the school and community-based learning programs.

### Important Points for Volunteers

- The contribution that volunteers make to our school is greatly appreciated.
- Volunteers contribute their time of their own free will.
- To ensure safety of all stakeholders, volunteers must **sign in/out** in the school office and wear a **volunteer badge** at all times.
- In accordance with Child Protection and Education Queensland Policies, all volunteers must hold a Suitability Card for Working with Young Children through the Commission for Children and Young People.  
**Please provide the school with a copy of your current Blue Card.** Parents who have students who attend Dakabin State High School do not require a blue card to volunteer.
- Times for volunteering are determined by the volunteer's availability and negotiated between the volunteer, teacher and volunteer coordinator.
- For the benefit of our students, regular and consistent volunteer times are preferred.
- Notifying the school of non-attendance is appreciated. Teachers may have planned special activities based on having additional assistance.

- Volunteers are supervised by their host class teachers and perform duties at their direction. As such, in the first instance, any concerns should be raised with the class teacher. Further concerns can subsequently be discussed with the volunteer coordinator.
- All volunteers working with students are to be supervised by relevant classroom teachers at all times.
- **Volunteers should not:**
  - *be left alone with students*
  - *hoist or manually handle students*
  - *fulfil the role of a paid employee*
  - *be placed in a position to make educational and/or safety-related decisions*

## **SCHOOL VALUES**

*Students of Dakabin State High School are expected to:*

1. Community - Are you being respectful?
2. Learning - Are you ready to learn?
3. Discipline - Are you following routines?

## **SCHOOL VISION**

*Our vision is to be a high performing school that develops a culture of learning that will enable our students to be resilient, health and successful citizens in the 21<sup>st</sup> century.*

### **Children's Commission 'Working with Children' Check**

All volunteers will have to consent to a 'Working with Children Check' conducted by the Children's Commission. There is no charge for volunteers. Further information is available from the Business Manager and the website.

### **Mandatory Training Program**

*See attached form which needs to be read and signed.*

### **Confidentiality**

*See attached form which needs to be read and signed.*

### **Emergency and Safety Procedures**

Occasionally situations arise where quick and safe evacuation of all persons from school buildings is required. Dakabin State High School has set procedures in place for the following emergency situations.

## 1. Evacuation Response

|                                |  |
|--------------------------------|--|
| <b>Priority</b>                | Safety of students, staff, parents, members of the community and/or site visitors.   |
| <b>Reporting the emergency</b> | <ul style="list-style-type: none"> <li>• Contact Emergency Services immediately on 000</li> </ul>  |
| <b>Evacuation</b>              | <b>Signal</b><br>A two-tone siren with the word 'evacuate' repeated throughout   |
|                                | <b>Procedure</b> <ul style="list-style-type: none"> <li>○ Leave classrooms via the nearest safe exit</li> <li>○ Follow the directions on the accompanying map of school. In an emergency a teacher may use their professional judgment to alter this route.</li> <li>○ Teachers escort students to oval where students are to sit in <b>form class</b> rows from Year 7 in the west to Year 12 in the east.</li> </ul>   |
|                                | <b>Special responsibilities</b> <ul style="list-style-type: none"> <li>○ HODs check buildings as per fire emergency and report all clear to Deputy Principal.</li> </ul>   |
| <b>Evacuation assembly</b>     | <b>Assembly area/s</b><br>School Oval  |
|                                | <b>Assembly procedure</b> <ol style="list-style-type: none"> <li>1. Class lists /rolls are to be marked by Form Teachers</li> <li>2. Non-teaching staff, volunteers and visitors to present to Personnel Officer</li> <li>3. Report all students/persons unaccounted for to the Principal (or delegate).</li> </ol>  |
| <b>Evacuation clearance</b>    | <ol style="list-style-type: none"> <li>1. No person is to return to any area of the school until advised by the Principal.</li> <li>2. Clearance will be broadcast by Incident Controller via loudspeaker</li> </ol>   |
| <b>General principles</b>      | <p><i>Evacuation procedures will be displayed on Emergency Evacuation maps in all rooms.</i></p> <ol style="list-style-type: none"> <li>1. <b>FIRST PRIORITY</b> is to the safety of students and persons in the school.</li> <li>2. <b>ALL</b> staff, parents and visitors are automatically involved.</li> <li>3. <b>CONTRACTORS</b> to sign at the office.</li> <li>4. <b>ALL VOLUNTEERS</b> to be signed in at the Office</li> <li>5. <b>TUCKSHOP</b> manager and volunteers must follow the Evacuation Procedures including bringing the sign on book.</li> <li>6. <b>PARENT HELPERS/TUTORS</b> must follow Evacuation Procedures.</li> <li>7. <b>NO</b> person should be placed in a position of risk.</li> <li>8. <b>EVACUATION</b> drill will be conducted at least twice a year. Annual revision of the use of Fire Extinguishers will be conducted.</li> </ol> |

## 2. Lockdown Response

|                                |   |
|--------------------------------|---|
| <b>Priority</b>                | This procedure minimises access to the school environment and secures all persons in rooms.   |
| <b>Reporting the emergency</b> | <ul style="list-style-type: none"> <li>• Contact Emergency Services immediately on 000</li> </ul>   |
| <b>Lockdown</b>                | <p>Continuous multi-tonal siren with the word 'lockdown' repeated throughout.</p> <p><b>Procedure</b></p> <ol style="list-style-type: none"> <li>1. Administration doors are locked by office personnel.</li> <li>2. Classroom doors are locked by teachers.</li> <li>3. Access to any and all persons denied.</li> <li>4. All outside activities and lessons stop immediately and students are taken to the nearest classroom.</li> <li>5. If a class or group are not on the school site the teacher should keep the students off-site until an all clear signal is given to return.</li> <li>6. Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move.</li> <li>7. Class lists/rolls are checked.</li> <li>8. Report all students/persons unaccounted for to the Principal (or delegate).</li> <li>9. Students are to remain calm and silent inside classrooms out of line of sight i.e. under desks or against walls.</li> <li>10. Toilet block checked by executive staff or principal (if safe to do so) to ensure all students are safely in their rooms.</li> <li>11. Names of missing students should be provided to executive and front office as soon as possible.</li> <li>12. Staff and students remain in their rooms until told that the school is safe.</li> </ol> |
| <b>Lockdown cancellation</b>   | <ol style="list-style-type: none"> <li>1. Staff and students remain in their rooms until advised by the Principal that the Lockdown procedure is cancelled.</li> <li>2. This will be via a "broadcast" to all school phones by administration.</li> </ol>   |

### Professionalism

#### *Dress Code*

Members of the school community will look to you for knowledge, guidance and support. The way you present yourself has a huge impact on your credibility and the confidence people have in you and your abilities

Clothing worn at your school should be appropriate to the tasks you are undertaking. In addition, you should be a role model for the correct dress code and expected behaviour of students. For example, in practical areas such as manual arts and Agriculture, enclosed footwear must be worn.

## Tuckshop

The school tuckshop is operated by the school and is open every day for morning tea and lunch. Volunteers are always welcome to assist in the tuckshop even if only for a short period of time.




## Workplace Health and Safety


### *Policy Statement*

Education Queensland is committed to providing and maintaining safe and healthy working and learning environments, which will contribute to the wellbeing of all employees, students and other users of Education Queensland facilities.

In the event you become injured whilst volunteering, you should;

- Seek first aid. First aid officers are located in the Resource Centre
- Notify the classroom teacher/Volunteer coordinator of the incident
- Record the incident on a Health and Safety Incident Data Collection Form and provide to the relevant Rehabilitation & Return to Work Coordinator (RRTWC) as below
- If you require assistance to complete the incident report, please contact our Workplace Health & Safety Officer (WHSO) as below.

| RRTWC   | LOCATION          | PHONE EXTENSION |
|---|-------------------|-----------------|
| Julie Hall, Business Manager<br><b>Non-Teaching Staff</b><br>jhall28@eq.edu.au<br>  | Administration    | 410             |
| Rae Ellis, Deputy Principal<br><b>Teaching Staff</b><br>Relli10@eq.edu.au<br>      | Hall - HoD Office | 422             |
| Louise Catton, Admin Officer<br><b>Non-Teaching Staff</b><br>lcatt21@eq.edu.au<br> | Administration    | 409             |

| WHSO & FIRST AID OFFICER   | LOCATION        | PHONE EXTENSION |
|--|-----------------|-----------------|
| <b>Victoria Walsh</b><br><b>TA04</b><br>vwals14@eq.edu.au<br> | Resource Centre | 550             |

## CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

### School Guidelines

Teachers, staff and adults working in the school community will at times be privy to confidential information about students, their families and other agencies/community partners.

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 will never discuss a child or share my knowledge of a child to anyone who is not authorised to receive such information.
- I will defer to the class teacher or school administration any 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 member of staff 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 and/or students' parents or carers and/or other agencies/community partners. This information is also strictly confidential.
- I understand that any information about students, parents/carers, staff, and other agencies/community partners remains confidential even after I leave my position.
- I understand that any breach of confidentiality is a serious breach of trust and this breach may result in my services as a volunteer being discontinued.

I have read & completed the **Mandatory Training Guide** and understand my legal and ethical obligations whilst volunteering on departmental facilities.

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

Signature of Volunteer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Signature of Principal/delegate: \_\_\_\_\_

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

**VOLUNTEER INFORMATION FORM**  
**CONFIDENTIAL**

| PERSONAL DETAILS   |              |                |
|--|--------------|----------------|
| First Name (s): _____  |              | Surname: _____ |
| Date of Birth: ____/____/____<br><i>(required for recording of blue card details in OneSchool)</i> | Title: _____ | Gender: _____  |

| ADDRESS DETAILS |       |               |       |
|-----------------|-------|---------------|-------|
| Address:        | _____ |               |       |
| Town:           | _____ | Postcode:     | _____ |
| Home Phone:     | _____ | Mobile Phone: | _____ |
| Email Address:  | _____ |               |       |

| EMERGENCY CONTACT |       |            |       |
|-------------------|-------|------------|-------|
| Name:             | _____ |            |       |
| Relationship:     | _____ | Phone No.: | _____ |

| MEDICAL INFORMATION    |       |
|------------------------|-------|
| Medical Condition (s): | _____ |
| Symptoms:              | _____ |

| BLUE CARD DETAILS  |       |              |   |
|--|-------|--------------|---|
| Blue Card Number:  | _____ | Expiry Date: | _____   |
| <b>Do you have any criminal convictions recorded against you?</b> (do not include speeding fines)<br>If yes please give a Brief Description: |       |              | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |