



# Information for Volunteers and Work Experience Students *McDonald Park School*

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**Government of South Australia**  
Department for Education

## WELCOME

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

This document is provided so we can work together to ensure the learning and safety of our students.

## COMMENCEMENT REQUIREMENTS

To volunteer at any DECD site you must have both;

- a Department for Communities and Social Inclusion (DSCI) Child Related Employment Screening (that involves checking your criminal history). This screening is obtained from the following DSCI website, <http://screening.dsci.sa.gov.au/>
- and a RAN (Responding to Abuse and Neglect) Certificate. This training is conducted through the Education Office.

This does not apply for work experience students.

## EMERGENCY PROCEDURES

The school is required to know who is on the school site at any one time, in the case of an emergency. Please sign in at the front office on your arrival and sign out when you depart.

## INDUCTION PROCESS

You will be introduced to key staff, taken on a site tour, provided a site map and other relevant documentation and information on your commencement.

## SITE REQUIREMENTS

If you are unable to come in, on your designated time or day, please;

- telephone the front office staff and leave a message on 8724 9811 and
- email the key staff prior to 8.00am.

## ARRIVAL AND DEPARTMENT TIMES

School commences at 8.55am and concludes at 3.15pm. Volunteers and work experience students are asked to arrive at 8.45am.

Students break for;

- Recess 10.55am to 11.25am and
- Lunch 1.05pm to 1.35pm

## UNIFORM/DRESS CODE

Smart casual attire and appropriate footwear is required.

## VOLUNTEER BADGES

Volunteer badges are available and encouraged to be worn whilst on site.

## MOBILE PHONES

Please ensure your mobile phone remains in your bag (turned off or on silent) and in a secure location whilst working with students and or during lessons. You may utilise a locked storage cupboard if you wish - please see the front office staff.

## STAFF ROOM/TOILETS

Volunteers and work experience students are encouraged to utilise the staff room during their breaks. Coffee and tea facilities are available here.

Toilets are located off from the staff room. Please do not utilise toilets allocated for student use.

## SMOKING

Smoking is not permitted on any DECD site.

## VOLUNTEER PARKING

Parking is available on North Terrace, Dalkeith Drive and Hillcrest Avenue.

## PRIVACY AND CONFIDENTIALITY

Any personal information that you see or hear about students, staff or volunteers must not be shared in any way, including social media. This includes;

- names, addresses, telephone numbers
- personal circumstances of any kind
- teaching methods or
- behaviour management methods.

Confidentiality must be adhered to at all times.

## RELATIONSHIPS WITH STUDENTS

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

Avoid becoming too familiar with the students - being friendly but keep to the task. Refrain from unnecessary touching of students unless there is a genuine emergency. Avoid being alone with a student - always ensure that you are in a visible location within the site.

## CONVERSATIONS WITH STUDENTS

You are a role model to the students therefore please ensure you always use appropriate language, comments and gestures.

## STUDENT BEHAVIOUR

We expect students to treat you with respect and courtesy at all times. If students behave inappropriately, please tell them that the behaviour is not acceptable. If the behaviour persists, please seek help from the class teacher.

## WORK, HEALTH AND SAFETY

You are asked to take responsibility for your own health and safety, and avoid the possibility of an accident or injury whilst you are on site. Do not do any task that is likely to put you, a student or anyone else at risk.

Please familiarise yourself with the emergency procedures;

- evacuation - a continuous blast of the siren for more than 15 seconds,
- invacuation - long blast and then a short blast intermittent for 20 seconds.

## COMPLAINTS/GRIEVANCE PROCEDURE

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

## THANK YOU

Thank you for taking the time to read this information. If you have any further concerns or require additional information, do not hesitate to speak with our senior staff.