



ST HILDA'S SCHOOL  
GOLD COAST

# Pre-Preparatory & OSHC Student and Parental Volunteers' Handbook 2019

## HOURS OF OPERATION

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Pre-Preparatory:	8.00am – 3.25pm
Before and After School Care:	7.00am – 8.00am and 3.30pm – 6.00pm

## POLICY STATEMENT

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We believe that participation by parents/guardians/approved persons in issues relating to their children is important. We aim to provide a caring and supportive environment where everyone feels welcomed and valued. Involvement of parents in activities will be actively sought and open communication constantly maintained. Parents should feel relaxed at the Centre. They will be learning about their child in a different setting, which is of great importance in the development of a stable and happy individual. Parents are encouraged to be involved in issues that relate to them and their children, through participation and discussion of all issues relevant to the running of the Centre.

To ensure the best care for children and families, we believe it is important to provide them with the opportunity to visit our facilities and participate in our program at a time that is appropriate for them. We encourage families to join in on our learning activities and celebrate events and special days with us.

We value and pride ourselves on our partnership with families. We believe families are children's first teachers and therefore we embrace parents, guardians and family involvement within our Centre. Participation by parents, guardians and families conveys a positive impression to children and allows them to feel supported as well as a sense of belonging.

Parent participation helps to:

- gain an insight into the needs of individual children.
- develop an awareness of different ways of interacting with children.
- develop an awareness of how young children interact socially with their peers.
- gain a better understanding of your child.
- gain an insight into the daily life of the Pre-Preparatory year.

Parents and other family members will be given opportunities throughout the year to attend curriculum sessions, sharing the children's experiences and gaining an understanding of their engagement with learning.

The safety of our children is of utmost importance for the Centre. Policy and procedures relating to Child Protection require all student and parental volunteers working in Anglican Education and Care Services to undergo an induction relating to the responsibility they share in safeguarding children.

Available on the School website under Pre-Prep/Safeguarding our Children/Responsibilities is a range of policy and procedure documents to inform parents. As part of the St Hilda's Pre-Preparatory community all student and parental volunteers are required undertake an induction to their responsibilities as a student or parental volunteer. This includes parents who assist with classroom activities, School Banking, incursions and the like.

All parents who wish to volunteer are required to:

1. Undertake an Induction.
2. Complete the Acknowledgement of Understanding of the Safeguarding Our Children Policy and Procedures Guide, and return to the Director of Pre-Preparatory.
3. Read the Pre-Preparatory Centre Student and Parental Volunteers' Handbook.

We value the time parent's volunteer with our girls and the strong community connections this time fosters. We know that you share an appreciation of all that is being done to assist young people to feel safe and know that adults in their Centre will listen and report any matters of concern to those

who can assist. If you have any questions or require any assistance in completing the above in order to volunteer, please do not hesitate to contact the Director of Pre-Preparatory on 5577 7378.

Student and Parental Volunteers will meet with the teacher overseeing their volunteer work and details pertaining to their work will be discussed before commencing. Student and Parental Volunteers are to sign in and out at Main Reception each day and are required to wear a visitor's badge whilst on campus.



## CODE OF CONDUCT

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St Hilda's Pre-Preparatory aims to develop and maintain a safe and secure learning environment for all students and parental volunteers. The Centre expects all student and parental volunteers to act in the best personal and educational interests of every child and to treat all children equally with appropriate courtesy, sensitivity, tact, consideration and humility. The Code of conduct –Student and Parental Volunteers has been developed to help achieve this goal. Please read this Code of Conduct –Student and Parental Volunteers thoroughly and observe all policies and directives when fulfilling the role.

### **Definition of Student and Parental Volunteers**

**Student and Parental Volunteer:** means a student/parent who is employed by another person and does not carry out any work for the other person for a financial reward, financial reward does not include a payment that is a reimbursement for out-of-pocket expenses.

St Hilda's Pre-Preparatory has three types of volunteers.

- Formal Parental Volunteers who provide regular, ongoing service. Examples include: a parent assisting in the classroom, School Council member, Support Group members.
- Informal Parental Volunteers who provide assistance that is on-site, one-off or irregular. Examples include: parent assistance for excursions, ad hoc in-class, sports day assistance.
- Student Volunteers such as pre-service teachers doing a practical placement as required by their education provider and trainee students doing a work experience placement.

Student and Parental Volunteers, working in any capacity must read and assent to these practices, as well as read and sign off on an understanding of the Student Protection in Anglican ECS Policy and Procedures, and be officially accepted by St Hilda's Pre-Preparatory prior to performance of any task. Unless specifically stated, Volunteers shall not be considered as employees of St Hilda's Pre-Preparatory.

### **Student and Parental Volunteer Code of Conduct**

Student and Parental Volunteers are expected to follow the principles of safety, respect, confidentiality and support. They must also use appropriate communication skills and conduct themselves ethically when engaging with staff, children and members of the St Hilda's Pre-Preparatory community.

### **Student and Parental Volunteers are expected to think and act safely:**

- Put the safety of all children, other visitors and employees first in all their activities and observe duty of care to themselves and others.
- Follow safety requirements, to the best of the volunteer's ability, as outlined during induction and in the Safeguarding our Children Guide.
- Report all injuries, illnesses, accidents and near misses immediately to the employee responsibility for the activity. If necessary, fill in an Accident/Incident Form.
- In an emergency, assist in evacuating the area as quickly as possible following St Hilda's School Emergency Procedures.
- Follow all procedures to the best of their ability at all times and promote healthy and safe work practices. Report to the appropriate Pre-Preparatory contact or supervising staff member if confronted with a challenge beyond the volunteer's control, role or responsibility.
- Do not use specialised equipment unless appropriately trained.
- Report to the appropriate School contact or supervising staff member if confronted with a challenge beyond the volunteer's control, role or responsibility.
- Avoid being alone with individual children in any circumstances. (At least two adults should be present when there is only one child, and at least two children should be present when there is only one adult.) If, through circumstances beyond the volunteer's control the volunteer finds themselves in a position where they are alone with a child, the volunteer must report (in writing) the circumstances to the Pre-Preparatory employee overseeing their voluntary work. Such a person will notify the Director of Pre-Preparatory.
- Maintain suitable sight lines, leaving doors and blinds open if working in a withdrawal room or other confined space.

- Ensure any one-on-one work with a child is conducted in a public area or in a visible area such as in an office with an interior window or an open door so that another adult or student can be present outside the room as a witness.
- Be careful and sensible in making physical contact with people. Where circumstances require such, for example the administration of First Aid, at all times seek the child's permission to make contact.

**Student and Parental Volunteers are expected to treat children and staff with respect:**

- Treat everyone with courtesy, sensitivity, tact, consideration and modesty.
- Support an environment free of fear, harassment, discrimination, racism and exploitation.
- Respect the cultures, beliefs, opinions and decisions of others even if not always in agreement.
- Dress in presentable clothes (or those suitable for the activity) that reflect the employee level of dress.
- Student and Parental Volunteers are asked to put pagers and mobile telephones in "silent/vibrate" mode so as not to disrupt or distract from activities, especially during chapel and assemblies.

**Student and Parental Volunteers are expected to observe principles of confidentiality in all aspects of the Pre-Preparatory Centre's operation:**

- Do not share or discuss Pre-Preparatory Centre documents or processes with any third party.
- Do not discuss any aspect of personal information relating to a child, employee or another volunteer with any third party, including family members of either the volunteer or the child concerned.
- Do not counsel children on personal issues.
- Only discuss information relating to the wellbeing of a child with the employee responsible for that child or activity only, observing the child's right to confidentiality at all times. If the employee in charge of the activity is unavailable, discuss with the Director of Pre-Preparatory who may then decide to report to the Principal.

**Volunteers are expected to communicate appropriately:**

- Practise effective listening (for example, ask open questions, be alert to non-verbal communication, stay calm).
- Be clear and consistent.
- Be aware of the child or young person's physical space.
- Be aware of the volunteer's own body language.
- Use non-discriminatory, respectful and non-judgmental language.
- Conduct themselves in a manner and use language that is appropriate and of a high standard at all times.
- Seek advice whenever appropriate.

**Student and Parental Volunteers are expected to support the Anglican Ethos and the Pre-Preparatory Centre's policies and procedures:**

- Take instruction from, and not obstruct, the responsible staff member in any way with regards to the execution of their duties.
- Report any illegal activity to the Director of Pre-Preparatory or appropriate staff member.
- Recognise and report all matters of abuse, harm, self-harm, inappropriate behaviour, or the likelihood of such matters immediately to a Child Protection Contact, the Director of Pre-Preparatory or the volunteer's supervising staff member.

**Student and Parental Volunteers must NOT:**

- Utilise their position to take advantage of any child or young person.
- Harass or abuse any person, or use profanity while on campus or at a Pre-Preparatory/OSHC activity.
- Be the only adult in a bathroom, shower room, locker room or other dressing area whenever children are using such facilities. If a student or parental volunteer need to monitor the area or deal with discipline, they must take care to leave the door ajar or to call for another teacher or volunteer to assist.
- Contact children outside of school hours by telephone, email or any other means.

- Seek the telephone numbers, home addresses, e-mail addresses, or any other contact information from students, for any purpose unless required as part of your role as a volunteer, and then only with direct approval from the Pre-Preparatory Centre/OSHC and the appropriate parent(s).
- Make comments of a sexual nature and refer any questions of this type from a child to the teacher in charge.
- Use, possess, alcohol, illegal drugs, weapons, inappropriate videos, reading materials or other objects on the School grounds.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
- Smoke anywhere on the School campus or within five metres beyond the boundary of school land. It is a statutory offence to do so. This includes in parked cars. The law applies at all times, during and after school hours, on weekends and during school holidays.
- Condone the use of, or provide any of the above substances, to any child, student, staff member, volunteer or other personnel.
- Engage directly with media representatives. Media enquiries must be referred to the Principal, Director of Pre-preparatory or to School Administration for referral to the Principal.

### **Breaches**

Any breaches of the Student and Parental Volunteer Code of Conduct will be dealt with by the Director of Pre-Preparatory or School Principal (or delegate) in the first instance and appropriate authorities will be contacted if necessary.

### **Dismissal**

Student and Parental Volunteers who do not adhere to these guidelines or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal with the Principal or Deputy Principal or the Director of Pre-Preparatory.

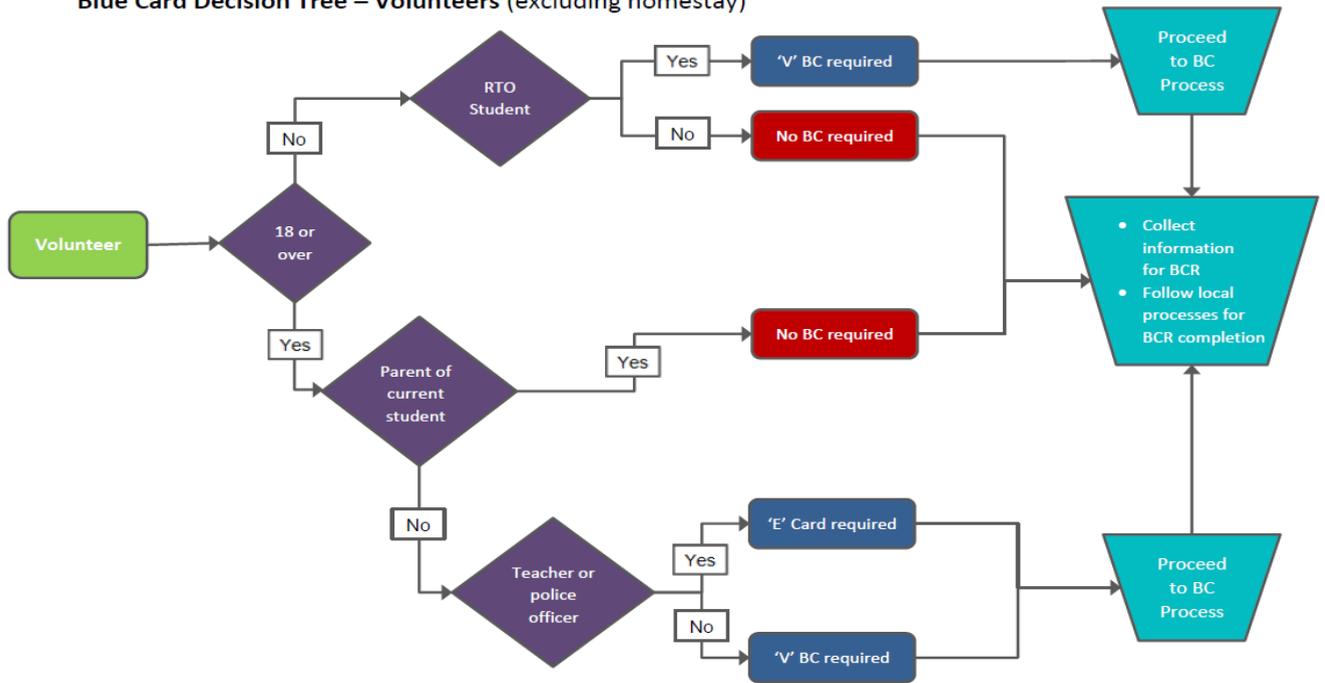
Possible grounds for dismissal include, but are not limited to:

- Committing a reportable offence; gross misconduct or insubordination
- Breach of confidentiality or privacy policy
- Theft of property or misuse of School materials
- Abuse or mistreatment of students, staff or other volunteers
- Failure to abide by Pre-Preparatory or School policies and procedures
- Failure to satisfactorily perform assigned tasks

### **Responsibilities of Volunteer if Blue Card Required**

Card holders have a responsibility to ensure that their BC is renewed prior to expiry and that the Pre-Preparatory Centre is notified of any change to circumstance which would disqualify the card holder from having a BC.

Blue Card Decision Tree – Volunteers (excluding homestay)



## ETHOS STATEMENT

### **SUMMARY ETHOS STATEMENT FOR ANGLICAN SCHOOLS IN THE PROVINCE OF QUEENSLAND**

*Published by the Anglican Schools Commission, Diocese of Brisbane: October, 1996*

What should characterise an ideal Anglican school? Many of its qualities of course, will be shared with good schools everywhere, whether run by the state or by denominational churches. An ideal school would evidence a commitment to learning, to justice, to individual achievement and to wholeness. Anglican schools will naturally value these qualities. This document seeks to define the normative features of an ideal Anglican school. In defining this distinctive ethos, the starting point has been the nature of the mother church itself on the single assumption that Anglican schools will be like the Anglican church.

#### **ANGLICAN SCHOOLS**

- **Are Firstly Christian Schools**

In their day to day life Anglican schools should live out their faith in a creating and redeeming God. They should vivify the Gospel message of forgiveness, reconciliation, mission and loving service to God and our neighbour. The experience of sharing in the life of this community is itself an important part of Christian education quite apart from the formal content learned in the classroom.

- **Celebrate the contribution of the Mother Church to the wider political, social, economic and artistic life of our culture**

The Anglican Church of Australia has grown out of the Church of England. As such, it has a long tradition of working within the heart of western culture in the broadest and most comprehensive sense. Our schools will be at the centre and not at the fringe of our culture.

#### **ANGLICAN SCHOOLS SHOULD BE CHARACTERISED BY:**

- **Appreciation of diversity**

The Anglican Church in its long history has come to value diversity as a positive good and a distinguishing feature of a civilised community. Anglican schools should enliven such appreciation of diversity and acceptance and the care ethic implicit in this respect for others.

- **High respect for intellectual endeavour**

The teaching/learning ethic will show itself in hard work, intellectual rigour and openness to ideas and debate

- **Commitment to tradition and dignity within school worship**

The Anglican tradition of renewing ancient forms and sacraments to meet modern needs will be evident in the way the school community worships.

- **Commitment to tradition and dignity within school life**

Anglican schools will use the richness of symbol, story and ceremony to promote their values and order their lives.

- **Sense of social responsibility**

The service ethic and a commitment to social justice will be seen in the willingness of Anglican school communities to offer themselves to serve God and His people in the wider community as critical participants.

VOLUNTEER INDUCTION				
Subject	Detail	Delivery Method	Timeframe	Who
<b>Child Protection in Anglican ECS Policy and Procedures</b>	The <i>Child Protection in Anglican ECS Policy and Procedures</i> may be accessed on the front page of the School's website: <a href="http://www.sthildas.qld.edu.au">www.sthildas.qld.edu.au</a> via Pre-Prep\Safeguarding our Children	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Safeguarding our Children: Child Protection policy and procedures guide for volunteers and visitors to Anglican ECS</b>	To be completed and signed by volunteer prior to attending campus and off-campus events.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Child Protection Contacts / Reporting</b>	Student and Parental Volunteers <b>must immediately</b> discuss with the Director of Pre-Preparatory, Responsible Person or Child Protection Contact all matters of suspected abuse or neglect of a child, suspected inappropriate behaviour by a staff member or volunteer towards a child (all matters as outlined in the "Child Protection policy and procedures guide for volunteers and visitors to Anglican ECS").  <b>Child Protection Contacts:</b> Director of Pre-Preparatory, Pre-Preparatory Centre Early Childhood Teachers	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Dress Code</b>	Professional attire is an expectation for all employees, visitors and volunteers at St Hilda's Pre-Preparatory Centre.  The following items are not appropriate when working with children in the Pre-Preparatory environment: <ul style="list-style-type: none"><li>Tank tops, midriff tops, shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans, halter-tops, tops with bare shoulders or plunging necklines.</li></ul> Shoes should be closed in and appropriate for the environment– thongs and flip flops are not acceptable.  Please model sun-safe practices.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Code of Behaviour</b>	Student and Parental Volunteers are expected to follow the principles of safety, respect, confidentiality and support.  Student and Parental Volunteers must also use appropriate communication skills and conduct themselves ethically when engaging with staff, children and members of the St Hilda's Community.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-preparatory

	Student and Parental Volunteers are expected to be aware of, and conduct themselves in accordance with, the Pre-Preparatory Centre and School's Privacy Policy.			
<b>Sign-in/ Sign-out Procedures</b>	<p>Student and Parental Volunteers when working on St Hilda's Campus are to go directly to Visitors' Reception to sign in and receive a visitor's badge. The Visitor's Badge is to be worn for the duration of the School visit/event. When working after hours on St Hilda's Campus, Student and Parental Volunteers are to sign in and out of Boarders' Reception, accompanied by their staff supervisor.</p> <p>Student and Parental Volunteers working off campus are to check in with their Staff Supervisor where they will receive a Volunteers Label (or may wear the Parent Support Group badge). The label is to be worn for the duration of the event.</p>	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Supervision</b>	<p>Student and Parental Volunteers are to be supervised by a staff member at all times.</p> <p>Student and Parental Volunteers are to be met at Visitors' Reception by the supervising staff member and escorted to the venue. At end of event, the supervising staff member is to escort the volunteer to Visitors' Reception to sign out and return badge.</p> <p>Student and Parental Volunteers are to be under the general supervision of staff member/s at off campus events.</p> <p>Student and Parental Volunteers are expected to think and act safely as per the Code of Conduct – Student and Parental Volunteers</p>	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Role and reporting relationships</b>	Student and Parental Volunteers are to report directly to supervising staff member.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Orientation, Facilities and introduction</b>	<p>Student and Parental Volunteers advised of car parking and sign-in/out requirements prior to the event by their supervising staff member.</p> <p>Student and Parental Volunteers advised of restricted access to campus and supervision requirements while on campus by supervising staff member.</p> <p>Student and Parental Volunteers advised of Emergency evacuation</p>	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory

	requirements and assembly point by supervising staff member.			
<b>Emergency Evacuation</b>	<p>Student and Parental Volunteers are to follow advice of staff member during an Emergency Evacuation and advised of Emergency Assembly Point (School Oval).</p> <p>Student and Parental Volunteers to assist in evacuating the area as quickly as possible, following directions from supervising staff member.</p>	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Responsible use of Social Media</b>	Student and Parental Volunteers are advised to abide by the Pre-Preparatory's Social Media Use Policy. No photos are to be taken nor social media posts actioned without express permission from the Director of Pre-Preparatory.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Breaches</b>	Any breaches of the Student and Parental Volunteer Code of Conduct will be dealt with by the Director of Pre-Preparatory, School Principal (or delegate) in the first instance and appropriate authorities will be contacted if necessary.	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
<b>Dismissal</b>	Student and Parental Volunteers who do not adhere to these guidelines or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. No volunteer will be terminated until the volunteer has had an opportunity to discuss the reasons for possible dismissal the Director of Pre-Preparatory or the Principal or Deputy Principal	Email or  Parent Session	Minimum of 1 Week prior	Supervising staff member  Director of Pre-Preparatory
	<p>Possible grounds for dismissal include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Committing a reportable offence; gross misconduct or insubordination</li> <li>• Breach of confidentiality or privacy policy</li> <li>• Theft of property or misuse of School materials</li> <li>• Abuse or mistreatment of students, staff or other volunteers</li> <li>• Failure to abide by School policies and procedures</li> <li>• Failure to satisfactorily perform assigned tasks</li> </ul>			

<b>Action Required by Volunteer</b>				
<b><i>Safeguarding our Children: Child Protection policy and procedures guide for volunteers and visitors to Anglican ECS</i></b>	This document to be completed and signed by the Student or Parental Volunteer, and emailed/delivered to the Director of Pre-Preparatory.	Email/ Delivered by hand to Director of Pre-Preparatory	<b>Minimum 2 days prior</b>	<b>Volunteer</b>
<b>Record of Completed Induction</b>	To be signed by Student or Parental Volunteer and emailed/delivered to supervising staff member.  Supervising staff member immediately lodges completed forms with the Director of Pre-Preparatory	Email/ Delivered by hand to Director of Pre-Preparatory	<b>Minimum 2 days prior</b>	<b>Volunteer</b>

**Record of Completed Induction**

I, \_\_\_\_\_ confirm that I have been provided with and understand the information detailed above. [Please print in capitals]

**Volunteer signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervising Staff Member: Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



• ***SAFEGUARDING OUR CHILDREN***

***Child Protection in Anglican Education and Care Services***

**Responsibility, recognising and reporting**

Information for volunteers and visitors to Anglican Education and Care Services

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Every child has the right to feel safe from harm in every area of their daily life including when at an Education and Care Service (ECS). The protection of children is of paramount importance and is a responsibility that the Anglican Church Southern Queensland (ACSQ) takes very seriously. As part of the ECS community, you, as a volunteer or paid or unpaid visitor, have a responsibility to help safeguard our children. At all times, you are expected to act professionally and behave in an appropriate manner towards all children enrolled at or attending the ECS.

The Anglican Schools Commission has developed this guide to inform volunteers and visitors to an Anglican ECS of their responsibilities, in accordance with legislation or policy, to recognise and report all suspected harm or risk of harm to a child.

- **Behavioural obligations**

Behaviour of a sexual, physical or psychological nature which exploits the position of trust granted to a volunteer or visitor to the ECS is a breach of obligations and policy and may also be breaking the law. Such behaviour may include:

- transporting a child or visiting a child at home without the prior approval of the Nominated Supervisor or Director/Coordinator and parental consent;
- inviting a child to the volunteer's home;
- sending/receiving inappropriate correspondence;
- giving gifts to a child;
- physical or emotional aggression, violence or bullying;
- sexual exhibitionism;
- development of an intimate relationship;
- exposing a child to pornographic material;
- discussion of matters of sexual behaviour;
- obscene language, especially of a sexual nature;
- suggestive or obscene gestures/actions/jokes;
- jokes of a sexual nature;
- voyeurism (gaining pleasure from secretly watching another);
- repeatedly seeking to be alone with a child; or
- detaining a child in locked facilities or facilities that do not have immediate access to staff members.

This list is not exhaustive. Any behaviour which exploits a child is unacceptable.

- **Reporting suspected harm or inappropriate behaviour**

As a volunteer or paid/unpaid visitor to an ECS you **must** immediately inform the Responsible Person of all suspicions of harm or risk of harm to a child resulting from suspected physical, sexual or emotional / psychological abuse or neglect. You **must** also immediately inform the Nominated Supervisor of suspected inappropriate behaviour by a member of staff or volunteer towards a child. When the concerns relate to inappropriate behaviour by the Nominated Supervisor, you **must** inform the Principal, for a school based ECS, or the Chair/Executive Officer of the Management Committee, for a non-school based ECS.

- **What is 'harm' and 'inappropriate behaviour'**

**Harm** means any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. It is immaterial how the harm is caused. Harm can be caused by – physical, emotional or psychological abuse or neglect; or sexual abuse or exploitation. Sexual abuse includes being sent unsolicited text messages or emails which have sexual content.

**Inappropriate behaviour** means any behaviour by the Nominated Supervisor, a staff member or volunteer towards a child enrolled at or attending the ECS which is inconsistent with the Professional Standards, Codes of Conduct and policies of the ECS and is considered 'inappropriate behaviour' by the person making the complaint.

- **Actions by the Responsible Person**

After speaking with you about suspected harm, the Responsible Person will decide if a report is required to Child Safety or police and will complete the required reporting form. If the concerns relate to inappropriate behaviour, the Nominated Supervisor or Principal or Chair/Executive Officer will take any action required under ASC policy and procedures.

- **Confidentiality and notifier protections**

Under the *Child Protection Act 1999* any person acting honestly and reasonably who reports suspected harm to a child or unborn child will be protected from civil, criminal and administrative liability. In accordance with this legislation the name and contact details of the person reporting suspected harm will also remain confidential.

- **Breaches of child protection policy**

All breaches of these obligations will be treated seriously. When made aware of any breach, the Nominated Supervisor will consider appropriate action which may include excluding the person from continuing in their role as a volunteer or visitor.

- **More information**

You can ask the ECS for a copy of the *Child Protection in Anglican Education and Care Services Policy and Procedures*.



Name: ..... Date: .....

Role: ..... ECS: .....

### Acknowledgement of understanding

Responsibility	Yes	No
As a volunteer / visitor to this ECS I have read and understood the attached information	<input type="checkbox"/>	<input type="checkbox"/>
I have had my obligations further explained to me as part of my induction	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of my responsibility to help safeguard children	<input type="checkbox"/>	<input type="checkbox"/>
I am aware the ECS has child protection policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>
I am aware of the four types of abuse / harm covered by this policy	<input type="checkbox"/>	<input type="checkbox"/>
I am aware I must behave professionally and in an appropriate manner towards children	<input type="checkbox"/>	<input type="checkbox"/>
I understand these behavioural obligations relate to me in my role at the ECS	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that, if I breach my obligations, I may be excluded from continuing in my role	<input type="checkbox"/>	<input type="checkbox"/>

Recognising	Yes	No
I understand that sometimes children will experience harm from various forms of abuse	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that I am to consider likely harm as well as actual harm	<input type="checkbox"/>	<input type="checkbox"/>
I am aware that any concerns are to be a 'reasonable suspicion'	<input type="checkbox"/>	<input type="checkbox"/>

Reporting	Yes	No
I understand I must <b>immediately</b> discuss any child protection concerns with the Responsible Person	<input type="checkbox"/>	<input type="checkbox"/>
I am aware the Responsible Person, may then need to report the concerns to the police or Child Safety	<input type="checkbox"/>	<input type="checkbox"/>
I understand I am protected from liability if my report is in accordance with the <i>Child Protection Act 1999</i>	<input type="checkbox"/>	<input type="checkbox"/>
I understand my details will be kept confidential as provided for by the <i>Child Protection Act 1999</i>	<input type="checkbox"/>	<input type="checkbox"/>

Volunteer/Visitor Signature	
Nominated Supervisor / Director / Coordinator Signature	

**All children have a right to expect that their ECS will always act to protect them from any kind of harm.**

