



Holy Spirit School
BRAY PARK

TUCKSHOP VOLUNTEER INDUCTION/ ORIENTATION

January 2024

Jo-Anne Boyle - Principal

Rebecca McGuinness + Alison Puttee – Tuckshop Convenors

THANK YOU



Firstly, thank you so much for volunteering your time to help out.

Without you, the Tuckshop will not be the same!



TODAY'S SESSION WILL COVER...



- BCE Student Protection + Code of Conduct Training for Volunteers and Other Personnel
- Conduct around communication
- Workplace Health and Safety requirements
- Blue Card requirements (if applicable)
- Amenities
- First Aid Procedures
- Emergency Procedures
- Chemical Register + Safety Data Sheets
- COVID-19 Information
- Facilities Orientation
 - Signing in and out
 - Hygiene Procedures
 - Equipment usage + safety

BCE STUDENT PROTECTION + CODE OF CONDUCT TRAINING FOR VOLUNTEERS AND OTHER PERSONNEL



Holy Spirit School
BRAY PARK

- To be completed before commencing in the Tuckshop
- Volunteer Code of Conduct [LINK HERE](#)
- Training accessed through the BCE website [LINK HERE](#)
- You will need to download, print and complete the registration form, which is contained within your online training.
- Return it to Holy Spirit's Principal/ Tuckshop Convenor prior to commencing



Volunteer and Other Personnel Registration Form

Volunteer parents of a child attending the school: Complete and provide this registration form to your principal.

Other Personnel and Volunteers who are not parents of a child attending the school: Complete and provide this registration form to your principal with a copy of your Blue Card or Exemption Card.

Surname	First Name
Contact Number	Date of Birth *
Street address	
City/Suburb	Postcode

Please circle the role that applies to you

I am registering to be a **Volunteer / Other Personnel** providing services to students

Position Training Completion Date

Other Personnel and Volunteers who are not parents of a child attending the school please complete either A or B

A. Positive Notice Blue Card Registration Number Expiry Date

B. Exemption Card Registration Number Expiry Date

NB: A copy of the current Blue Card or Exemption Card must be attached to this form

Important Information: Volunteers and Other Personnel are required not to discuss with others, any matter concerning a student or staff member, except disclosures which are required to be made under the *Volunteer and Other Personnel Code of Conduct*. If appropriate confidentiality is not maintained, the Principal will consider appropriate action which may include excluding the person from continuing in their role.

Please tick the boxes to acknowledge the following

- I declare that I am not:
 - A negative notice holder disqualified from holding a Blue Card under the Working with Children Act (Risk Management and Screening) Act 2000
 - A person with a current suspended Blue Card under the provisions of the Working with Children Act (Risk Management and Screening) Act 2000
 - A disqualified person within the meaning of the Working with Children Act (Risk Management and Screening) Act 2000
 - A person with a charge for a disqualifying offence within the meaning of Working with Children Act (Risk Management and Screening) Act 2000.
- I acknowledge I have an ongoing obligation and undertake to advise the school/school authority of any changes to the above information as soon as possible after any such change occurs.
- I understand that I must follow the school's visitor procedures and sign in and out at reception on all occasions.
- I confirm I have completed the Volunteer & Other Personnel Student Protection and Code of Conduct training.
- I confirm I have downloaded, read, understood, and accept the responsibilities detailed in the *Volunteer and Other Personnel Code of Conduct*.

Signed	Date
--------	------

CONDUCT AROUND COMMUNICATION



Holy Spirit School
BRAY PARK

1. Tuckshop volunteering can be a lot of fun and a great way to meet other parents, families and members of the school community.
2. We politely ask that all conversations and commentary is kept positive!
3. We take this opportunity to remind you of the BCE Complaints Procedure [MORE INFORMATION HERE.](#)

BLUE CARD REQUIREMENTS (IF APPLICABLE)



Holy Spirit School
BRAY PARK

1. Not all Volunteers require a Volunteer Working with Children Blue Card.
2. If you are not a student's principal carer or legal guardian (eg. Grandparents, aunts, uncles or family friend) you must register and provide evidence of a Volunteer Working with Children Blue Card [INFORMATION HERE](#)
3. When applying this can be linked to Holy Spirit School.



AMENITIES



Holy Spirit School
BRAY PARK

- Please note that staff are NOT to use student toilets
- Adult toilet facilities are available in the administration building
- Tea + Coffee, light snacks and lunch will be available for you on the day.

FIRST AID PROCEDURES



Holy Spirit School
BRAY PARK

- If you sustain an injury a basic First Aid Kit is located in the Tuckshop (near the desk and pantry)
 - All first aid injuries must be reported to the Tuckshop Convenor, and a completed Incident and Injury Report completed by the injured person.
 - All injuries will then be treated in the First Aid Room in the Administration Building.
-
- **First Aid Officers**
 - Frances Tuck – First Aid Officer
 - Karen Seltenrych – First Aid Officer
 - Sandy Dippelsmann - First Aid Officer

EMERGENCY PROCEDURES



Holy Spirit School
BRAY PARK

- A fire extinguisher is located by the side of the Tuckshop door, and fire blankets are available next to the pie warmer in the Tuckshop.
- In the event of an **evacuation** a bell will ring to signal the start of an evacuation to the Main Oval.
- In the event of a **Lockdown** the signal music “All You Need is Love” will be given over the PA system. If this occurs the Tuckshop shop must have all windows and doors closed and locked, and staff / students must remain down low away from windows / doors until the lockdown has finished. All school bells should be ignored during this time.
- A ‘roll’ will be taken to account of all personnel.
- The end of the lockdown will be communicated over the P.A. system and wait for the announcement “ALL CLEAR, ALL CLEAR”.
- Missing / unaccounted for staff / volunteers must be reported immediately to Reception

CHEMICAL REGISTER + SAFETY DATA SHEETS



Holy Spirit School
BRAY PARK

- No outside chemicals are to be brought into the Tuckshop.
- All tuckshop chemicals are all clearly labelled
- Each chemical has its own designated use and purpose. Please use the correct chemical/ spray and spray. All are labelled and this will be explained in the Tuckshop.
- They are listed on the Chemical Register with the required safety data sheet and risk assessment, which is available inside the Tuckshop.

COVID-19 INFORMATION



Holy Spirit School
BRAY PARK

- BCE's information - [Supporting students and schools through COVID-19 \(bne.catholic.edu.au\)](https://www.bne.catholic.edu.au)
- Holy Spirit School's COVID-19 policy
- Social distancing in the Tuckshop and designated work areas enforced. Masks are optional
- It is very important to note that if you are unwell that you will need to stay home and contact us to let us know you are unable to attend.
- Please ensure you follow correct hand washing procedures. Signs are displayed in the Tuckshop.

FACILITIES ORIENTATION



Holy Spirit School
BRAY PARK

- On your first day of Volunteering we will take you through:
 - Storage of personal belongings
 - Designated hand washing sink
 - Workstations
 - Key Equipment & safe usage of equipment

SIGNING IN AND OUT



Holy Spirit School
BRAY PARK

- Each day you Volunteer, you must report to the Main Reception and sign in as a visitor. You will need to print and display your name label whilst you are present at the school.
- You are welcome to stay for just the morning for the busiest part of the day, or stay into the afternoon also.
- On exit, you must also Sign Out at Main Reception and discard your name label.

HYGIENE PROCEDURES



Holy Spirit School
BRAY PARK

Please follow these simple procedures for Hygiene:

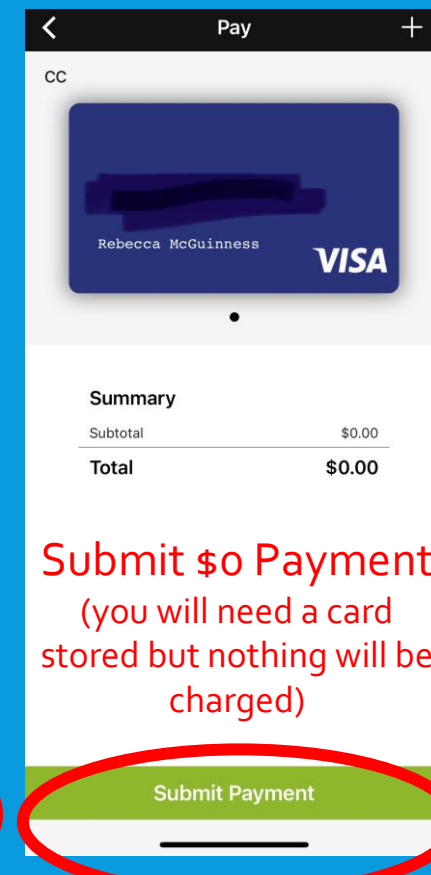
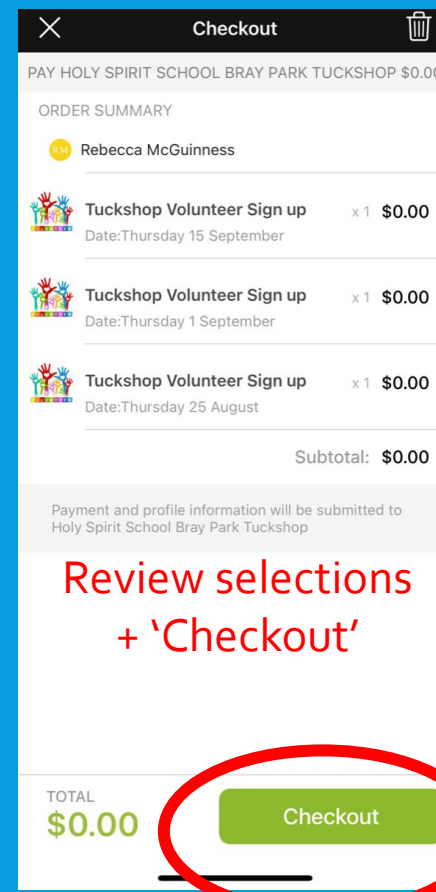
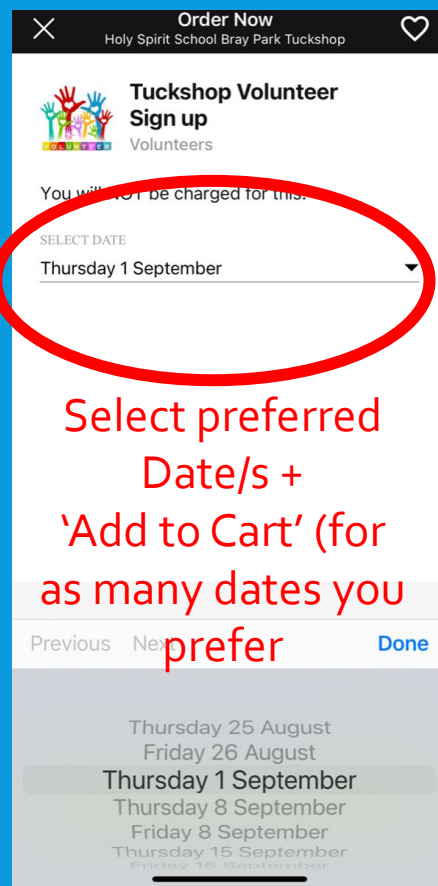
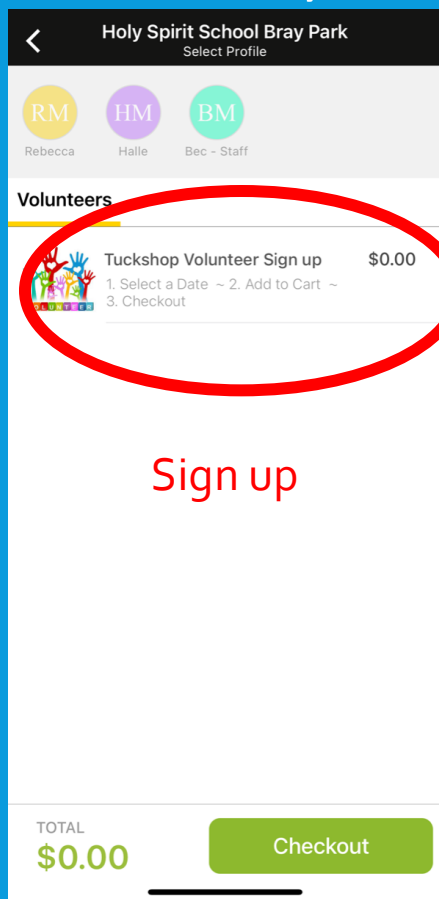
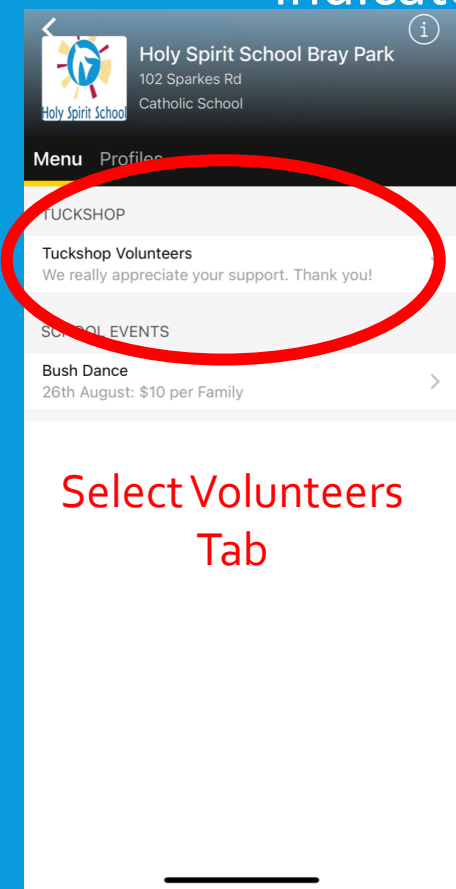
- Wear clean, comfortable clothes.
- An apron will be supplied.
- Long hair must be tied back and keep any loose hair away from your face (hair nets are available)
- Please wear fully enclosed, covered shoes.
- Let the Convenor know as soon as possible if you are sick – via email
- Jewellery is to be kept to a minimum
- When you are in the Tuckshop, please remember to wash your hands thoroughly and regularly at the [designated hand washing sink](#).
- You must wash your hands before handling any food
- You must wash your hands after: visiting the toilet, using a tissue, coughing or sneezing, eating, touching your hair or other body parts
- No children, including Holy Spirit students and younger siblings, are allowed in the Tuckshop



SIGNING UP/ AVAILABILITY/ ROSTER



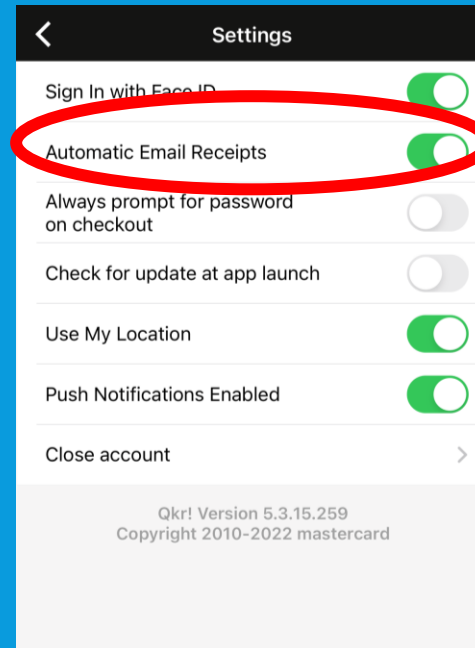
- Please sign up through the QKR App under the 'Tuckshop Volunteers' Tab to indicate your availability.



SIGNING UP/ AVAILABILITY/ ROSTER



- You can be emailed a receipt by turning on these feature in settings:
- This will then email you the times you have signed up for as a record.
- Or alternatively you can email Rebecca in advance and can be added to the preferred date.



Enable receipts for email confirmations

ANY QUESTIONS?



Holy Spirit School
BRAY PARK

THANK YOU



We look forward to welcoming you into the Tuckshop soon!