



**SACRED HEART
SCHOOL**
TATURA

Commitment to Child Safety

All students enrolled, and any child visiting, have the right to feel safe and be safe in all school environments and outside of school hours. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

Welcome to Sacred Heart Primary School Tatura. We believe volunteers play a key role in the development of a connected, involved and engaged school community. We believe volunteering strengthens the connections between families, parish and school community and broadens the perspectives and voices contributing to the life of our school.

We trust you will find volunteering your time both exciting and deeply rewarding. We greatly appreciate the role of volunteers and are extremely thankful for the energy and expertise you contribute to our school.

Please familiarise yourself with the following Volunteer information and do not hesitate to seek clarification from a staff member when needed.

SHS Tips for volunteers

- 1. Find out ahead of time the requirements and procedures for volunteers**
- 2. Communicate with the teacher**
- 3. Be flexible**
- 4. Don't take it personally if the teacher doesn't have time to chat**
- 5. Remember that it is not your job to discipline**
- 6. If you have any behavioural or other concerns please direct them to the teacher**
- 7. Be reliable and on time**
- 8. Be confidential – Only discuss what you see or hear with the teacher**
- 9. If you work during school hours you might still be able to help**
- 10. Prepare your child for you volunteering**
- 11. Have fun!**



First Aid:

- The first aid facilities are located in the office
- All staff are First Aid trained, many are Level 2 First Aid trained. Please liaise directly with a staff member in the event of injury

Emergency Management:

- Each room has an Emergency Evacuation Poster located near the door
- In the event of an emergency, please listen to and follow orders from the staff member

Toilet Location / Personal Hygiene:

- When volunteering at SHS, volunteers are to use either the staff toilets located near the staff room or the individual toilets at the rear of the Mercy Centre
- The staff room is located near the office

Hazard / Near Miss:

- In the event of a hazard or near miss event, please liaise directly with a staff member

School Tour:

- As an existing volunteer at SHS you may already be familiar with our site.
- If you would like a tour, please contact the office



