



# Contractor and Volunteers Guidelines

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2017

This procedure is applicable to: Teachers, Staff, Contractors and Volunteers

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## **Introduction**

This manual is intended to provide advice and guidance to both the Supervisor/Coordinator of any contractors and volunteers performing work on behalf of the Silver Tree Steiner School and the contractors, volunteers themselves.

## **Information to provide to the Contractor and Volunteers**

Before a person commences in their contractor or volunteer role, the Silver Tree Steiner School will provide the contractor and volunteer with health and safety information and training such as:

- tasks and boundaries of their role;
- health and safety procedures;
- emergency procedures, location of emergency exits and where equipment is kept;
- arrangements for de-briefing or counselling after an incident or other traumatic circumstance;
- existing and potential risks and methods of risk control;
- hazard and injury reporting arrangements;
- who their main contact will be in relation to OHS matters.

## **What should Contractor and Volunteers expect from the School**

Contractor and Volunteers have a right to feel safe during their work for the School. As well as the responsibilities outlined above, it is important for a contractor and Volunteers to be proactive in looking after their own health and safety by:

- being aware of the physical and psychological risks of the role and the measures for risk control;
- being familiar with the Silver Tree Steiner School's health and safety procedures;
- knowing who to talk to about health and safety issues;
- following health and safety instructions;
- advising someone such as a supervisor or coordinator if suffering from an injury or illness that occurred during the course of their role.

Managing health and safety as part of the day-to-day operations will make sure each project that engages Contractor and Volunteers meets its legal obligations without the cost and effort of establishing creating additional systems. It also demonstrates to Contractors and Volunteers that their help and commitment is valued and you are serious about their health and safety.

## **Useful References**

[WorkSafe Victoria: "A handbook for community service organisations - contractor and Contractor and Volunteers health and safety"](#)

**SILVER TREE STEINER SCHOOL**  
**OHS POLICY**

Silver Tree Steiner School is committed to providing a healthy and safe workplace for employees, contractors, parents, students, contractor, volunteers and visitors. Each employee has a duty of care as outlined in the Occupational Safety and Health Act, to perform their role in a safe and professional manner.

The School will strive to achieve safety excellence in all its activities and enlists the support and cooperation of employees in developing solutions to eliminate unsafe working conditions and practices.

Information regarding safety and health will be communicated openly and employees should feel confident that they can communicate any such information without fear of retribution.

The School will have a consultative approach to hazard/incident reporting and investigation in order to cultivate a positive safety culture, in which a collegial approach is adopted to resolve problems and prevent recurrences.

Silver Tree Steiner School will actively seek input from all employees and will strive to heighten individual awareness of safety and environmental responsibility in the work environment.

## Contractor and Volunteer Rights and Responsibilities

As a Contractor and/or Volunteers you have the right:

- to work in a healthy and safe environment
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be adequately covered by insurance
- to be given accurate and truthful information about the organisation for which you are working
- to be reimbursed for out of pocket expenses
- to be given a copy of the Schools' policy and procedures that affects your work
- not to do the work of paid staff during industrial disputes
- to have access to a grievance procedure
- to be provided with orientation to the School
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training to do your job

### Principles of Volunteering:

- Volunteering benefits the community and the volunteers
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is not compulsorily undertaken to receive pensions or government allowances
- 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 in the not for profit sector
- Volunteering is not a substitute for paid work
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteers respects the rights, dignity and culture of others; and
- Volunteering promotes human rights and equality

*Source acknowledgment: CONTRACTOR AND VOLUNTEERING AUSTRALIA*

## **POLICE CLEARANCE AND WORKING WITH CHILDREN CHECK**

### **Volunteers (Parent/Guardians with Children at the School)**

Western Australia, considers that voluntary work done by parents to support their children should not be regulated by legislation. To safeguard children in these situations there are other child safety measures which are more workable and effective.

For the purpose of the Act, the exemption provided to parent and volunteers means that a parent's participation in, and support of, their child's educational, social and physical development may not be considered to be 'Child-related work'.

The valuable service provided by parents and Volunteers needs to be encouraged in order to enable community groups to function and children and families to reap the benefits.

Further details on the Act's requirements, including who is defined as a parent, exceptions to the exemptions, information on child safe practices, the responsibilities and obligations for self employed persons, education providers, employers, students, employees and contractor and volunteer coordinators, please visit [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au) and specifically:

Factsheet 3: Information for Employers and Volunteer Organisations

Factsheet 6: Information for Employees and Contractors

Factsheet 13: Information for Self Employed People

### **Contractor and Volunteers (No Children at the School)**

Contractor and Volunteers (other than parents) involved in child-related work with students for more than five (5) days in one year are required to undergo a Working with Children Check, and/or possess a current "Assessment Notice".

It is the responsibility of the contractor and volunteers to advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application. All other contractor and volunteers are required to complete a Confidential Declaration indicating whether or not they have any convictions or whether there are any circumstances or reasons that might preclude them from working with or near children. (See Appendix A).

If contractor and volunteers do not meet this requirement, the Administrator/Principal may refuse them access to the school, until such time as they obtain the required check.

### **Contractors on School Premises**

Contractors working for the Silver Tree Steiner School on a regular basis must provide a copy of their current Police Clearance Certificate and must provide details of their public liability insurance (if required).

Contractors working for the Silver Tree Steiner School for less than a 3 week period must sign a Confidential Declaration (Appendix A). If performing work for greater than a 3 week period a Working With Children Check must be provided.

### **Workshops, Building Projects and Busy Bees on School Premises**

Parents and extended family members quite often participate in their child's education and demonstrate a commitment to the Silver Tree Steiner School values and philosophy by assisting with Workshops, Building

Projects and Busy Bees (either running or attending). During these activities, children are often encouraged to attend and assist alongside their family members.

There are a multitude of activities that parents and family members can participate in from helping behind the scenes by ensuring classroom resources are up to date, assisting with the gardens and small building projects to being involved in planning and executing major events.

When conducting Workshops, Building Projects and Busy Bees on School Premises a designated responsible person must ensure the safety of those participating. To do this, as a minimum they must –

1. Completed a Risk Assessment before any Workshop, Building Project or Busy Bee is commenced.
2. Have undergone an Induction by the Silver Tree School to understand their OHS obligations.
3. Have people attending sign in / register (example provided at Appendix B & C).
4. Identify if there is any medical issues of those attending that need to be considered.
5. Have the necessary resources and equipment available.
6. Ensure a trained First Aid Officer is available on the day.
7. Provide adequate supervision for the number of persons attending.

Before any activities commence on the day of the Workshop, Project or Busy Bee, the Coordinator should ensure that those attending are aware of the following –

1. Explain tasks and boundaries of their role and participation on the day.
2. If children are attending/assisting, ensure parents understand their responsibility to supervise the children at all times.
3. Health and safety procedures.
4. Emergency procedures, location of emergency exits and where equipment is kept.
5. Existing and potential risks and methods of risk control.
6. Hazard, injury or grievance reporting arrangements.
7. How to report an injury/grievance and to whom.

A handout for Contractors and Volunteers has been developed to assist the project coordinators fulfil this obligation. Refer to Appendix C for a copy of the handout to be provided on the day of the Busy Bee or Workshop.

## CODE OF CONDUCT

All staff including contractors, visitors and volunteers working with the School must be aware of this *Code* and conduct themselves in a manner consistent with the conduct described in it. Conduct that is not consistent with the conduct set out in this *Code* may result in the engagement of a contractor, consultant or volunteers being terminated.

If you are engaging or managing external consultants, contractors or volunteers, it is your responsibility to make them aware of the School's expectations of conduct during the period of their engagement.

### **Abusive Behavior**

Abusive behavior will not be tolerated. It is imperative that the views of others are respected and any abusive behavior may result in counselling, dismissal or volunteers being asked to leave the premises.

### **Drug and Alcohol in the Workplace**

Silver Tree Steiner School is committed to providing contractors and volunteers with a smoke, drug and alcohol free work place during designated work hours and similar commitment and cooperation is required from staff members. Alcohol is only permitted to be served at designated staff, contractor and volunteers social occasions with the express approval of the School Administrator.

The unlawful distribution, dispensation, possession or use of a controlled substance within the School grounds is prohibited.

Contractor and Volunteers are forbidden to drive a vehicle or operate any equipment while under the influence of alcohol or any other intoxicant or illegal substance. If failure to comply with this policy results in a contractor and volunteers being fined or having their license suspended the Administrator must be notified immediately. The School will not accept any responsibility or costs incurred from this breach.

Any contractor and / or volunteers who violates the above policy will be subject to discipline up to and including termination of their services. All contractors and volunteers must agree to abide by this policy.

### **Safety in the Workplace**

Workplace health and safety is important in ensuring the work place environment is both safe and encourages sound health practices.

Silver Tree Steiner School is committed to ensuring a healthy and safe work place for staff, contractors, volunteers and visitors. All staff members, contractors and volunteers are encouraged to regard accident prevention as a collective and individual responsibility.

Should a safety hazard or incident be identified it is imperative that the problem be reported immediately to the Supervisor/Coordinator of the activity to enable immediate action to be taken.

Care should be taken to ensure that where a professional service is required no action is taken that may endanger the health or safety of a person. All persons present at the time are required to obey all reasonable instructions aimed at protecting their health and safety.

Should an accident or injury occur it must be immediately reported to the Supervisor/Coordinator or Administrator of the School who will ensure that appropriate action is taken. Silver Tree's *Incident Report Form* is to be completed and given to the Administrator immediately along with any accompanying documentation.

If an illness requires medical attention suitable arrangements will be made to provide transport to either a doctor or hospital.

If any staff member, contractor or volunteer has a medical issue which may require urgent medical treatment, they should make the Supervisor/Coordinator aware of the possible action required.

### **Emergency Procedures**

Emergency procedures for Silver Tree Steiner School are clearly outlined in the Emergency Procedures held in the office.

In the event of an emergency follow staff to the nearest assembly point, leave what you are doing, do not go back for personal belongings. Wait with staff in the designated waiting area for further instructions.

It is imperative that all contractor and volunteers are familiar with this document and concerns should be raised immediately with the Supervisor/Coordinator or if that person is not available, the School Administrator.

No one is exempt from taking part in organised emergency activities.

### **Children in the Workplace**

The School strives to provide a caring work environment for all contractor and volunteers and is supportive of family values but it is not considered appropriate for children to be in the work place for an extended period of time, especially if loud/heavy machinery will be in use or dangerous work is proposed.

During Busy Bees and Workshops or in exceptional circumstances the Administrator may determine if it is appropriate to waive this decision. Parents are expected to Supervise their children at all times.

STSS explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

### **Induction of New Contractors and Volunteers**

It is important that an induction is provided to all new contractors and volunteers who will be repeatedly performing duties for the school. An *Induction Check List* is available to assist the Supervisor/Coordinator to ensure that all aspects of the Silver Tree Steiner School's operations, policies, programs, procedures and staff member responsibilities are understood.

This Checklist must then be provided to the School for their records. A copy of the *Induction Checklist* is available at Appendix D.

### **Harassment**

Silver Tree Steiner School will not tolerate any form of harassment or bullying in the work place or any other venue. Any contractor and volunteers who is found to have acted in such a manner may be required to undertake counselling or may have their voluntary services terminated.

### **Grievance Policy**

A grievance is a real or perceived cause for complaint. You may have a grievance about how you have been treated by another staff member, contractor or volunteer.

Silver Tree Steiner School recognises that open communication and feedback are essential elements of a satisfying and productive work environment.

Every effort will be made to solve problems cooperatively and informally before presenting them in writing as a formal grievance. Contractor and volunteers are assured they will not be disadvantaged by the use of such procedures whether decisions are found for or against their grievance.

All formal avenues for handling of grievances will be fully documented and the complainant's wishes will be taken into account in the determination of appropriate steps and actions.

All complaints and questions will receive thoughtful consideration in a timely manner and will be discussed with the individual who raises them. Discussions held are confidential.

At any time a grievance can be withdrawn. It is requested this is dated and put in writing and given to the Supervisor/Coordinator or in their absence the Administrator.

### **Confidentiality in the workplace**

Except when expressly authorised a contractor and volunteers will not directly or indirectly reveal or cause to be revealed to any third party any confidential dealings, finances, transactions or affairs of the School or any of its clients which may come to their knowledge during their period of time at the school.

Contractor and volunteers will not, unless expressly authorised, use for their own benefit or gain or that of any other person, firm or company, any confidential information belonging to the School.

Any changes, innovations and ideas initiated by a contractor and / or volunteers in the course of their role with the School will belong to Silver Tree Steiner School and the contractor and / or volunteers must do everything necessary to completely vest ownership of such matters in the School.

All records, documents and other papers or electronic images, together with any copies or extracts thereof, made or acquired by the contractor and / or volunteers in the course of their role must be returned to the School on demand or otherwise no later than upon the termination of their role.

Contractors and / or volunteers must not disclose confidential information to any other employee not authorized to receive such information.

An obligation in these matters continues to apply after the termination of their role without limits in time.

### **Insurance and Liability**

Silver Tree Steiner School provides public liability insurance, workers' compensation insurance and personal accident cover for all employees and voluntary workers on approved educational excursions/activities.

In case of a claim supervising staff must demonstrate that all appropriate duties of care were taken in order to ensure the safety of all employees, contractors and volunteers.

The supervisor/coordinator in charge must check whether any business providing facilities or services at has public liability insurance cover.

Volunteers will not be covered in the following circumstances:

- if they act outside the scope of the community work organised by the school; or
- if they act contrary to the instructions given by the school in relation to the service they were providing;  
or
- if their ability to provide the service in a proper manner was, at the relevant time, significantly impaired by drugs or alcohol.

Appendix A – Confidential Declaration



**SILVER TREE STEINER SCHOOL CONFIDENTIALITY AGREEMENT**

I, ..... understand that as a condition of my advice to Silver Tree Steiner School (STSS), I shall, neither during nor after the period of my advice with the School except in the proper course of my duties or as permitted by the School or as required by law, divulge to any person any confidential information concerning:

- Student, parent, personal, health and financial information;
- the business or financial arrangements or position of STSS; and
- any of the dealings, transactions or affairs of STSS.
- 

I undertake not to knowingly access any confidential information about STSS, their students, or parents, or student medical information, unless such information is essential for me to properly and efficiently perform my duties. I am aware that these conditions extend to unnecessary discussion of confidential information within STSS. I understand that any breach of this trust will render me liable to disciplinary action, termination and/or civil proceedings.

I further undertake to inform the School Administrator immediately if I become aware of any breach of privacy or security relating to the information I access in the course of my duties. This restriction ceases to apply to any information or knowledge which subsequently comes into the public domain by way of authorised disclosure.

All confidential records, documents and other papers together with any copies or extracts thereof in my possession will be returned to STSS on the termination of my employment.

Signed: .....

Position: .....

Date: .....

in the presence of (name).....

Signed: .....



**Silver Tree**  
STEINER SCHOOL

## WORKSHOP REGISTRATION FORM – (ACTIVITY)

DATE – (date)

	Name	Additional contact & No. in an Emergency	Is there any <u>Medical Conditions</u> we should know about, ie. Bee Sting allergies/Asthma etc. If yes let the Workshop Coordinator know	Signature
1			YES / NO (Please circle)	
2			YES / NO (Please circle)	
3			YES / NO (Please circle)	
4			YES / NO (Please circle)	
5			YES / NO (Please circle)	
6			YES / NO (Please circle)	
7			YES / NO (Please circle)	
8			YES / NO (Please circle)	
9			YES / NO (Please circle)	
10			YES / NO (Please circle)	





**BUSY BEE REGISTRATION FORM**  
**Gardening**  
**DATE – XXXXXXXXXXXXXXXX**  
**COORDINATOR – Fiona Blackham**

<u>OFFICE USE ONLY</u>
TOTAL PPS HOURS: _____
AUTHORISED BY: _____
SIGNED _____
DATE: _____
ENTERED BY: _____

**1. ATTENDEE INFORMATION (ONE TO BE COMPLETED BY EACH VOLUNTEER)**

<b>Attendee #1 Name:</b>			
<b>Child 1</b>		<b>Age</b>	
<b>Child 2</b>		<b>Age</b>	
<b>Child 3</b>		<b>Age</b>	
<b>Child 4</b>		<b>Age</b>	

**2. EMERGENCY CONTACT INFORMATION**

<b>Name of person to contact in event of emergency</b>			
<b>Relationship</b> <small>Eg: partner, husband,</small>		<b>Contact Phone #</b>	
<b>Do you have any medical conditions we should be aware of?</b>			<b>Yes/No</b> <small>(please circle ONE)</small>
<b>If yes, please give details below, plus any medication required in the event of an emergency</b>			

**3. AUTHORISATION AND SIGN IN / OUT**

I have been provided a copy of the Silver Tree Steiner School ('The School') Appendix D – Volunteers Handout and have access to a hard copy of the The Schools Contractors and Volunteers Guidelines 2014.

<b>Time In:</b>		<b>Time Out:</b>	
<b>Signed:</b>		<b>Signed:</b>	
<b>Date:</b>		<b>Date:</b>	

## Appendix D – Volunteers Handout

# VOLUNTEERS HANDOUT



### GENERAL SAFETY INFORMATION

Silver Tree Steiner School is committed to providing a healthy and safe workplace for employees, contractors, parents, students, contractors, volunteers and visitors. Each person has a duty of care as outlined in the Occupational Safety and Health Act, to perform their role in a safe and professional manner.

Whilst on School property everybody must follow the instructions of Workshop or Busy Bee Coordinator. Job specific policies/procedures related to safety and health (for example Safe Work Procedure – Gardening) have been developed for your safety.

Please reporting any hazards, incidents or grievances to the Coordinator immediately.

### SAFETY ISSUES

- Fire and evacuation procedures (Assembly Points are shown overleaf).
- Suitable clothing for the tasks being performed must be worn, ie. Closed in footwear for gardening projects. The Coordinator will allocate you alternative duties if needed.
- DO NOT USE any equipment if you have not been trained or have the required competencies to handle.

### HEALTH ISSUES

- Please let the Coordinator know if you have any medical conditions, any information provided will be kept confidential.
- Before the use any chemicals' please read the instructions thoroughly and refer to the material safety data sheets. If you have any concerns, refer them to the Coordinator.
- Be *SunSmart* – Sun block is available on request and wear a hat wherever possible.
- This is a Non-Smoking Workplace / School.
- First aid kits are available on request.
- Drinking water and other amenities are available on the school property.

### APPROPRIATE CONDUCT

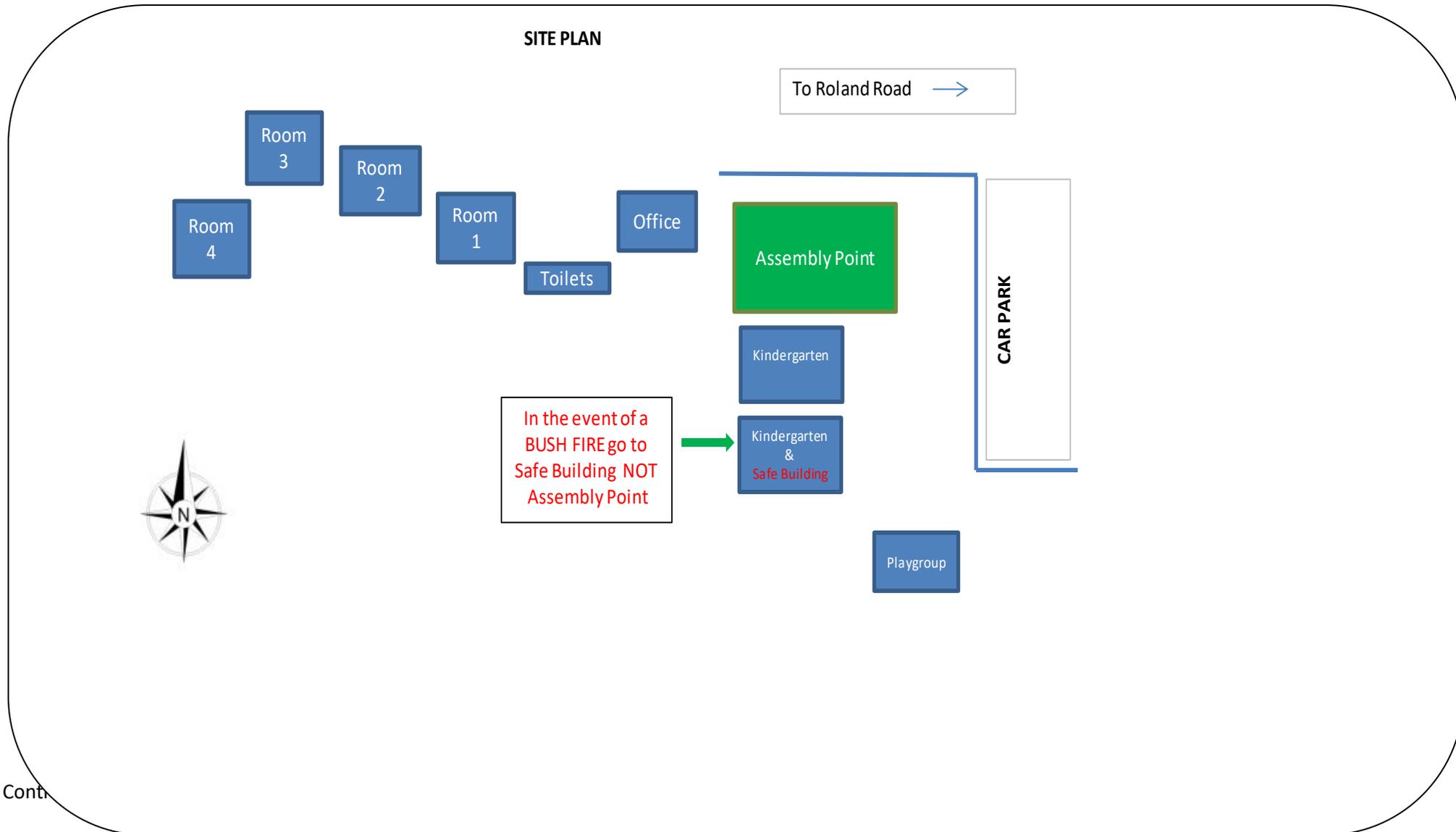
- The views of others are to be respected and any abusive behavior may result in volunteers being asked to leave the premises.
- Silver Tree Steiner School will not tolerate any form of harassment or bullying.
- No Drugs or Alcohol are permitted. The unlawful distribution, dispensation, possession or use of a controlled substance within the School grounds is prohibited.
- Volunteers are forbidden to drive a vehicle or operate any equipment while under the influence of alcohol or any other intoxicant or illegal substance.

### SUPERVISION OF CHILDREN

- Please ensure your children are supervised at all times throughout the day.

## EVACUATION DIAGRAM

SILVER TREE STEINER SCHOOL  
695 Roland Road  
PARKERVILLE WA 6081



## Appendix E – Induction Form



### OCCUPATIONAL SAFETY AND HEALTH INDUCTION CHECKLIST

*Please tick the appropriate boxes and sign at the end of the checklist to indicate that these topics have been discussed with the new contractor/volunteer. (The checklist is to be kept as a record by the school.)*

#### GENERAL SAFETY INFORMATION

- Occupational Safety and Health policy.
- Work site developed policies related to safety and health (for example, evacuation, risk management plans).
- Process for reporting hazards or incidents in the workplace and of the approved procedure for the resolution of issues.
- Identity and role of the safety and health representative.
- Injury Management and Workers' Compensation process.

#### SAFETY ISSUES

- Fire and evacuation procedures (identify exits and assembly locations as part of workplace orientation).
- Methods used for communication during an emergency in their workplace or whilst on duty. Include the methods used to advise all employees, e.g. sirens, bells etc.
- Policies and procedures related to manual handling practices (for example, the use of ladders, movement of furniture).
- Protective clothing requirements and provision.
- Appropriate clothing for identified hazards of their occupation.
- Use and maintenance of equipment in their role.

#### HEALTH ISSUES

- Policies and procedures related to the role.
- Location of the chemicals' register and material safety data sheets.
- Chemicals held on site and their safe use, handling and disposal.
- Sun Protection Policy.
- Non-Smoking Workplace policy.
- Location of first aid facilities, who is responsible for their maintenance, and the presence of any employees trained in first aid.
- Procedures and actions for dealing with emergencies.

*All the appropriate tasks indicated on the checklist have been completed.*

Name of Person

Performing Induction:

---

Signature:

---

Date:

---

Name of inductee:

---

Signature:

---

Date:

---

Comments:

---

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