



VOLUNTEER AND VISITORS HANDBOOK

ELC TO YEAR 12



INSPIRE | FLOURISH | CARE



A Warm Welcome

Welcome to Navigator College. We are a part of an extensive network of Lutheran schools across Australia, first established in association with the settlement of our state. There are now more than 100 Lutheran Education sites of learning across Australia. Navigator College has rapidly emerged as a provider of consistently high quality education for 21st century learners.

A central part of our mission is a commitment to inspire individuals as learners, to create opportunities for students to flourish as people and move them to care for the world around them. We provide an innovative learning environment, supported by a

passionate and dedicated staff team who nurture and support students with quality pastoral care programs and who go above and beyond to achieve educational outcomes for students.

We welcome you to join our community as parents and carers, in a partnership that will see your child develop a love for learning and be encouraged to follow their passions as they discover direction for their life.

To witness the dynamic and vibrant opportunities we offer at Navigator College, we invite you to tour our College, talk to our staff, students and families and experience Navigator College education for yourself.



Stephen Jude
PRINCIPAL

*"For I know the plans I have for you" declares the Lord,
"Plans to prosper you and not to harm you, plans
to give you hope and a future."* (JEREMIAH 29:11)

Introduction

PURPOSE

A College community founded on Christian values, where individuals are inspired as learners, flourish as people and care for the world around them.

VALUES

Navigator College aims to be a place of:

- **COMMUNITY:** Where people are known and feel a sense of belonging; sharing a common purpose based on Christian values.
- **ENGAGEMENT:** Where people develop inquiring minds and a love of learning. Where people are encouraged to follow their passions and grow.
- **SPIRITUALITY:** Where people are encouraged to explore their spirituality through contemporary Lutheran perspectives in a safe, caring environment.
- **INNOVATION:** Where research and creative thinking inspires people to explore and embrace new opportunities and practices.
- **RESPONSIBILITY:** Where people are aware of and take active responsibility for themselves and the world around them.
- **CARE:** Where people are cared for and for others, reaching out with love and empathy. Where relationships are built through respect, openness and trust.
- **HERITAGE:** Where our diverse histories are respected and preserved.

VISION

At Navigator College, students, staff and families are drawn together by a shared sense of purpose and feel they belong. Our College culture is built on strong relationships, Christian values, respect, trust and care.

The College is known for enabling students to achieve excellent outcomes and our staff are recognised for embracing the best in contemporary teaching and learning practices. Students are engaged, challenged and supported to enjoy learning and fulfill their potential.

Our indoor and outdoor learning environments are designed to nurture young people as they develop from early childhood through adolescence and into adulthood.

MISSION

We make teaching and learning meaningful, fulfilling and enjoyable. We care for each other and build respectful relationships as a basis for everyone to flourish.

We are action and growth oriented. Our understanding of contemporary teaching and learning is continually refreshed, enabling us to engage students in their learning and achieve excellent outcomes. We use data to ensure our teaching is relevant and effective. We inspire, challenge and support each student to experience success.

Students, staff and families share ideas and work together to improve the Navigator College experience for everyone.

Our whole College learning framework and sub-school structures provide ideal learning environments to support students' physical, social, academic and spiritual development.

Welcome to Navigator College

Welcome to Navigator College.

The College values the support of so many who contribute their time, energy and expertise to the College community and thereby extend the opportunities for our students.

As a Visitor and Volunteer, you may not need to know the day to day routines of the College, but it is important that you understand what we expect of each other and of our students and what we strive to be as a school community. This handbook will help to answer some of the inevitable questions or at least help you formulate the questions you need to ask.

At Navigator College, we strive to enhance the personal growth and well-being of each individual spiritually and socially. This growth will best occur in a College climate which fosters the growth of positive self-esteem. The participation of the whole College community is critical to the success of this endeavour.



VOLUNTEERS INCLUDE (BUT ARE NOT LIMITED TOO)

- Class Carers
- Committee Members
- Parent Engagement Group Members
- Grounds and Facilities Committee Members
- WHS Committee Members
- Sports Coaches
- Student-Adult Buddy
- One-on-one/small group Learning Support Assistants
- Excursion/Camps Assistant
- Library or Canteen Volunteers
- Adults who listen to reading in the classroom (not the parent of the child)
- Adults who help with Literacy Block
- Adults who help with cooking, art, special classroom activities
- Adults who share an area of skill or interest with a class during lesson time
- Adults who prepare resources
- Any person who freely offers to take part in an enterprise or undertake a task.

Volunteers often have a broad range of interests and abilities that compliment College programs and so provide a wider range of interactions and experiences for students.

VISITING PROFESSIONALS INCLUDE (BUT ARE NOT LIMITED TOO)

- Speech Pathologists
- Occupational Therapists
- Literacy Tutors
- Private Tutors
- Developmental Educators
- Psychologists
- Counsellors
- CAFHS Nurses
- Allied Health Specialists

VISITING STUDENTS INCLUDE (BUT ARE NOT LIMITED TOO)

- International Students
- Work Experience Students
- VET Students – (exempt from needing a Working with Children Check or completing the Child Protection RAN Training)
- Students on educational visits from other educational establishments

Navigator Colleges values and encourages the active participation of a range of people from within the College community in the life of the College. We believe that Visiting Professionals, Visiting Students and Volunteers can make a significant contribution to the College community by giving their time and sharing their skills and expertise.

Introduction and Training

FAMILIARISATION WITH THIS HANDBOOK FORMS THE CORE OF INDUCTION FOR VISITORS AND VOLUNTEERS AT NAVIGATOR COLLEGE.

ALL VISITORS AND VOLUNTEERS ARE EXPECTED TO BE FAMILIAR WITH CHILD SAFE POLICIES, WORK HEALTH AND SAFETY RESPONSIBILITIES AND CONFIDENTIALITY EXPECTATIONS.

RECORD KEEPING AND YOUR INFORMATION

A system of records will be maintained for each visitor and volunteer. The College is committed to ensuring information collected will be dealt with as required under the Commonwealth Privacy Act.

WORKING WITH CHILDREN CHECKS

The College can apply for this on behalf of a Volunteer and Student Visitor if required. Please refer to the "Parents Portal" on the College website and click on the Volunteers and Visitors tab and complete the online form. Administration staff will monitor the management of records for Working With Children Checks.

The College requires that all volunteers have a WWCC. This will include Class Carers and College Board members. Visiting Professionals are required to provide their WWCC to the College.

CHILD PROTECTION TRAINING

All Visitors and Volunteers are required to comply with our Child Protection Program and their legal obligations with respect to the reporting of child abuse.

They are required to indicate that they have read and acknowledged the College's Child Safe Policy and Child Safe Code of Conduct within the online form. A copy of the Policies can be found at the end of this handbook. Administration staff will monitor the management of records for required training.

It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the Principal.

RIGHTS AND RESPONSIBILITIES

All Visiting Professionals, Student Visitors and Volunteers have a right to:

- Be treated with respect and to receive appropriate recognition (where necessary and appropriate).
- Proper orientation, initial and ongoing training.
- Be consulted in decision making appropriate to their volunteer role.
- Be treated as an equal co-worker.
- Effective supervision by a staff member.

They are required to:

- Sign in when arriving and sign out when leaving;
- Carry out tasks in a manner consistent with College expectations, including the maintenance of a professional, cooperative and confidential working environment;
- Take reasonable care for their own health and safety and ensure they don't adversely affect the health and safety of others;
- Carry out tasks within the role assigned and not to perform duties they do not have the skills to undertake;
- Cooperate with the reasonable policies, procedures and instructions given by the College;
- Refer all student concerns or behavioural issues to the College;
- Notify the College as early as possible if they are unable to fulfill their volunteer commitment; and
- Report all workplace safety incidents or injuries to the College.

The most important responsibility relates to their duty of care to young people. While our students are emerging adults, they are nevertheless still vulnerable due to their lack of experience. This duty of care encompasses not only appropriate relationships with the students but adherence to child protection and harassment guidelines.

VOLUNTEERS AND STUDENT VISITORS MUST NOT

- Work unsupervised with students;
- Be involved in toileting students or assisting with change rooms/sick rooms;
- Breach matters of student or staff confidentiality, commercial-in-confidence matters;
- Encourage affection from or dependency in students (e.g. giving presents with the intent to receive affection and dependency, having intimate physical contact or intimate personal contact through written or electronic means such as email, letters, telephone, text messages, social media sites or chatrooms); or
- Display bullying or intimidating behaviors towards students.

SOCIAL MEDIA AND PHOTOGRAPHY

As a Professional Visitor, Student Visitor and Volunteer, you agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder (staff, student, families, and volunteers) or brings Navigator College into disrepute. Photos and videos will not be taken, used or published without the informed consent of relevant parents/caregivers of students.

FIRST AID FACILITIES

At Navigator College, the First Aid facilities are located primarily in the Student Services office. A majority of staff have First Aid training, and some staff members are qualified Senior Aid providers.

WORK HEALTH AND SAFETY

Navigator College seeks to ensure that employees, volunteers, visitors and other persons working on the site are safe from injury and risks to their health while involved in College activities. The College is committed to meeting the standards required by the Work Health and Safety Act and to meet these objectives.

A copy of this policy is included in the back of this handbook. You are encouraged to read this policy, as it will inform you of the responsibilities and accountabilities of all persons at this College.

PROCEDURE FOR REPORTING INCIDENTS/HAZARDS AND UNSAFE SITUATIONS

It is the responsibility of all visitors and volunteers to report any accidents, incidents, hazards or unsafe situations they are aware of. This can be done by reporting the issue to your Supervisor or the Business Manager.

In the event of an incident, which results or may result in injury, all visitors and volunteers are responsible for reporting the incident to the Supervisor or Business Manager within 24 hours.

All Volunteers and Student Visitors are covered under an insurance policy specifically for volunteers with our insurer.

EMERGENCY PROCEDURE AND DRILLS

All employees are briefed/trained with regard to the emergency and evacuation plans and procedures in place at Navigator College. A copy of the Emergency Procedure is provided on the following page.

Welcome to Navigator College

IMPORTANT INFORMATION FOR VOLUNTEERS
AND VISITORS



COLLEGE POLICIES AND PROCEDURES

Front office internal phone: 1607

Class Bells: These will activate for the changing of lessons

EMERGENCY PROCEDURES

ALL Visitors and Volunteers must be aware of the following the alarms and what is required. We ask that ALL Visitors and Volunteers sign in at Front Office before proceeding to their work area. Visitors and Volunteers on College grounds at the time of a drill or an actual alarm will be expected to follow procedures under guidance of College Staff.

FIRE EVACUATION SIREN: 2 SEC ON – 2 SEC OFF

Follow the instructions of Staff.
Evacuate to the College Oval (to the north of the Mangiri Centre).
Please look to staff for direction on arrival.

LOCK DOWN SIREN: CONTINUAL

Notify (if not placing yourself in danger) of an intruder.
The College Intercom will be activated and an announcement will be made.
Follow staff instructions.
Then refer to above Evacuation procedure.

BUSHFIRE ACTION SIREN: 3 QUICK BLASTS FOR 2 MIN

On hearing alarm, follow staff instructions to evacuate to the Resource Centre.
A Fire Warden will report to Resource Centre.
Wait for further instruction.
Please DO NOT attempt to leave premises – under the circumstances the College Resource Centre is the safest refuge.

ALL VISITORS AND VOLUNTEERS ARE EXPECTED TO BE FAMILIAR WITH CHILD SAFE POLICIES, WORK HEALTH AND SAFETY RESPONSIBILITIES AND CONFIDENTIALITY EXPECTATIONS.

Please click on the following policies to read through them. Once you have read the policies you can return to this handbook through your browser tab.

- [GRIEVANCE POLICY](#)
- [BEHAVIOUR POLICY](#)
- [CHILD SAFE POLICY](#)
- [CHILD SAFE ADULT CODE OF CONDUCT](#)
- [PRIVACY POLICY](#)
- [COVID-19 VACCINATION POLICY](#)
- [WORK HEALTH AND SAFETY POLICY](#)

VALUING DIVERSITY IN THE COLLEGE COMMUNITY

Our College values diversity and does not tolerate any discriminatory practices. To achieve this, we:

- support the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander students and their families
- support the cultural safety, participation and empowerment of students from culturally and linguistically diverse backgrounds and their families
- support students with a disability and their families and act to promote their participation
- welcome students and families of diverse sexuality and act to promote their participation
- seek to recruit a workforce that reflects a diversity of cultures, abilities and identities
- ensure that all Staff, Direct Contact Volunteers and Direct Contact Contractors have training about Aboriginal and Torres Strait Islander cultures, disability, culturally and linguistically diverse backgrounds, and communities with particular experiences or needs
- have a physical environment that actively celebrates diverse cultures and recognises cultural difference
- commit to ensuring that our facilities promote the inclusion of students of all abilities.

For more information please contact the College Administration for Aboriginal and Torres Strait Islander Students Policy and the Disability Discrimination Policy.



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