SAFETY INFORMATION BROCHURE FOR VOLUNTEERS

School	Pilgrim School Inc
Address	Campus Drive, Aberfoyle Park SA
Phone	08 8270 3033
Principal	Mr Andrew Edmondson
Business Manager	Mr Michael Denholm
Front Office	Mrs Wendy Chenda Mrs Karen Hillier

Pilgrim School

SCHOOL SAFETY OVERVIEW

Thank you volunteering to assist our school community, and welcome to Pilgrim School Inc.

We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people's safety, health and welfare.

ALL VOLUNTEERS MUST COMPLY WITH SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

General school safety rules for volunteers are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

Copies of the school's *WHS Policy*, *First Aid Policy, Emergency Procedures,* larger scale *School Site Map* and *Visitor Register* are available to you in the school office and we recommend that you familiarise yourself with them so that you can work within our safety guidelines for your own benefit and the benefit of others in the school community.

FIRST AID

First aid is available to all people at this school, including volunteers, and is administered according to set procedures by the school's trained first aid officers:

- Mrs Sue Galpin
- Mrs Wendy Chenda
- Mrs Karen Hillier

The first aid room is located near the front office. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for volunteers' use are located near the front office and you are requested to use ONLY these and NOT student amenities.

SCHOOL TIMES

- Class commencement: 8.45 am
- Morning tea: 11.00 am
- Lunch: 12.50 pm
- School conclusion: 3.10 pm

IN CASE OF EMERGENCY

The school's *Emergency Procedures* are available to you in the school office and you are requested to familiarise yourself with them and ensure that you adhere to them.

Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safely.

The signal that an emergency situation has arisen (or an emergency drill has been called) is short burst bells.

If a drill is called or an emergency occurs, please ensure that you:

- Follow the school's *Emergency Procedures*

- Proceed calmly to the emergency Assembly Point at the end of Campus Drive on the oval.

- Follow the directions of school staff.

The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a continuous bell for approx 30 seconds.

If a lockdown is signalled, please ensure that you follow *Emergency Procedures* and any directions given by school staff.

SCHOOL SAFETY RULES FOR VOLUNTEERS

1. *Report* to school office on arrival and *sign in* using the *Visitors' Register* located in the office.

2. Obtain a visitor's *ID badge* from the office and wear your *ID badge* while on school grounds.

3. Ensure that you:

   - Stay within *designated areas*

   - Use *only* the *toilets or amenities allocated* to you.

4. If an *emergency evacuation* or *lockdown* is called, ensure that you follow the school's *Emergency Procedures.*

5. *Smoking, alcohol* and *illegal drug* use are not permitted.

6. If a *safety incident* occurs, advise the school office immediately.

7. If *first aid* is required, contact the school office immediately.

8. If you identify a *potential safety hazard*, advise the school office immediately

9. On completion of your work each day, report to the office, *sign out* and return or remove your ID badge.

Full-sized copies of this reduced *Site Map* are available from the school office. Please ensure that you:

- Remain as far as reasonably practicable in your allocated area

- Locate and can safely reach the school's emergency Assembly Point.