



Safety Information Guide and Terms for Trades and Services Providers

Notre Dame College is committed to ensuring the health and safety of its staff, students, Trades and Services Providers and their workers while engaged in work for Notre Dame College.

This guide is provided to contractors to ensure that they understand and take all reasonably practicable steps to ensure the health and safety of:

- their workers;
- the staff of Notre Dame College;
- the students of Notre Dame College;
- the workers of any Trades and Services Providers; and
- any other person who may be affected by their undertaking.

Contents

1. Using this Guide	4
2. Notre Dame College Site Induction and Risk Assessment	4
3. Code of Conduct.....	4
4. Drugs, Alcohol and Smoking	5
5. Child Protection	5
6. Hazard and Incident Reporting	5
7. Insurances	6
8. Induction and Training	6
9. Equipment and Personal Protective Equipment.....	6
10. Personal Property and Equipment	6
11. Safe Work Method Statements (SWMS).....	6
12. Job Safety Analysis (JSA).....	7
13. Safety Signs and Barricades.....	7
14. Environmental Protection	7
15. Asbestos	7
16. Hazardous Substances and Dangerous Goods	8
17. Potential to fall two metres or more.....	8
18. Hot Work.....	8
19. Animals/Wildlife	8
20. Access Arrangements.....	8
21. Consultation	9
22. First Aid.....	9
23. Emergency Management.....	9
24. Emergency Contacts.....	10
25. Failure to comply	10
26. Policy Documents	11
NOTRE DAME COLLEGE OCCUPATIONAL HEALTH & SAFETY POLICY & PROCEDURES	12
NOTRE DAME COLLEGE CHILD SAFE POLICY AND PROCEDURE.....	14
NOTRE DAME COLLEGE CODE OF CONDUCT FOR BEHAVIOUR WITH STUDENTS	16
NOTRE DAME COLLEGE CHILD SAFE: CHILD PROTECTION - WORKING WITH CHILDREN CHECKS.....	18
27. Appendices	25
Notre Dame College Contractor OHS Induction Checklist	26

Notre Dame College - Safe Work Method Statement (SWMS)	27
Notre Dame College - Job Safety Analysis (JSA)	31
Emergency Management Summary – Knight Street Campus	32
Emergency Management Summary – Emmaus Campus	33

1. Using this Guide

This guide and Appendices should be read in conjunction with the Trades and Services Provider Details Form and Acceptance of Terms which you will have been sent. You should also reference the Notre Dame College Occupational Health and Safety Policy (p. 12-13).

Once you have read and prepared all documentation please return these to the Facilities Manager: Paul Christensen by email paul.christensen@notredame.vic.edu.au or hand them in to the College Office Attention: Paul Christensen.

Any queries are to be directed to the Facilities Manager: Paul Christensen 0419 344 082 or paul.christensen@notredame.vic.edu.au.

2. Notre Dame College Site Induction and Risk Assessment

Upon arrival at the site the Trades and Services Provider will be required to complete a Health and Safety Induction (Appendix 1) with the Facilities Manager.

The Trades and Services Provider will also need to demonstrate that they understand all safety regulations relevant to their particular type of work.

- Notre Dame College will provide information to the Trades and Services Provider which identifies site specific risks and hazards and the steps taken to eliminate or minimise them.
- Trades and Services Providers must also perform their own risk assessment of hazards and risks on the site taking into account their experience and specialist knowledge of how the work is to be performed. They will implement any steps required to eliminate or minimise those hazards, and consult with Notre Dame College if required.
- The Trades and Services Provider must ensure that their workers, including any sub-contractors, performing work for Notre Dame College have been given a site induction which includes the information on risks, hazards, and steps taken to eliminate or minimise those hazards.

3. Code of Conduct

The Trades and Services Provider and their employees, sub-contractors and their employees are expected to abide by the College Code of Conduct while on site. This includes:

- contribute to the safety and protection of children in the Notre Dame College environment.
- be polite and respectful while on site - offensive or discriminatory language must not be used;
- noise must be kept to a minimum. If this is not practicable, then non-urgent work should be scheduled outside of school hours, where possible;
- Entrance to other areas of the College, aside from the work area, is prohibited, unless otherwise agreed to;
- Notre Dame College will not lend hand or power tools, extension leads, ladders to any Trades and Services Provider;
- All power and extension leads used by a Trades and Services Provider are to be tagged in accordance with Australian Standards.
- maintain a clean and tidy work area at all times;
- do not leave tools and/or equipment unattended and ensure they are switched off when not in use.

- clean up after work is completed - where there is industrial waste the Trades and Services Provider is responsible for disposing of it off-site and off Notre Dame College premises;
- ensure that if work has not been completed at the end of the working day, all equipment and hazards have been identified and controlled, and the workplace is left in a safe state;
- maintain the confidentiality of any information they may obtain regarding the operations, activities, students, staff, parents/carers, visitors, or premises of Notre Dame College while engaged in work for Notre Dame College, unless the information is publicly available; and
- no animals or pets are permitted on the College premises.

4. Drugs, Alcohol and Smoking

The Trades and Services Provider must ensure that all workers performing work for Notre Dame College must be in a fit and proper state. No one is to commence or continue work while they are under the influence of drugs or alcohol. No illegal drugs or alcohol are to be brought onto, or consumed, on the College premises.

No smoking is permitted on College grounds or within four metres of any entrance to the College.

5. Child Safety

The Trades and Services Provider and their employees, sub-contractors and their employees must:

- be familiar with the **Notre Dame College Child Safe Policy** (p. 14), **Code of Conduct for Behaviour with Students** (p. 16) and **Notre Dame College Working with Children Check Policy** (p. 18) to the extent that they apply to the work being done for the College;
- provide current Working with Children Checks for all Trades and Services Providers who will be working on Notre Dame College premises (Volunteer (V) or employee (E) Card will be accepted); and
- immediately remove any employee from the premises and notify Notre Dame College if the employee is charged with or convicted of a criminal offence which may affect their Working with Children Check or if the employee's Working with Children Check expires and is not renewed.

6. Hazard and Incident Reporting

Any hazard or incident which poses a risk to the safety of a student, parent, visitor, Trades and Services Provider or employee must be reported.

- Call 000 immediately to report any incident threatening life or property.
- Notify the Facilities Manager in person, or, if unable or unsafe to do so, notify a staff member on the Emergency Contacts list (page 10).

The Trades and Services Provider must notify the College Facilities Manager:

- immediately if there is any incident or injury while the Trades and Services Provider is performing work for Notre Dame College, this will be recorded in the College Register of Incidents and Injuries;
- immediately if there is any incident in which damage occurs to College property, this will be recorded in the College Register of Incidents and Injuries;
- immediately if there is any incident which may cause environmental harm while the Trades and Services Provider is performing work for Notre Dame College; and
- if any new risks or hazards are identified before or during the work which the Trades and Services Provider is performing for Notre Dame College.

The Facilities Manager will support the Trades and Services Provider to complete a report for the Hazard or Safety Incident using the College OHS Forms.

7. Insurances

Trades and Services Providers are required to maintain appropriate insurances including Workers Compensation and Public Liability (minimum \$10 million sum insured) for the duration of the contract period. Trades and Services Providers may be required to produce their current Certificates of Currency to verify that they have appropriate insurances.

8. Induction and Training

Trades and Services Providers must ensure that all workers who will be performing work for Notre Dame College:

- have received a Health and Safety induction to the site;
- have received training in safe work methods to ensure that they are able to perform the work without causing risk to themselves or any other worker or person affected by their activities;
- have received relevant training in Notre Dame College's child protection policies and procedures;
- have all appropriate trade qualifications, licences, registrations or accreditations; and
- are competent to perform the work; and
- hold a current Working with Children Check.

9. Equipment and Personal Protective Equipment

Trades and Services Providers undertaking any work for Notre Dame College must ensure that:

- any equipment or plant they use is safe, appropriate for the work, complies with any relevant Codes or Standards, and is well-maintained;
- they dress appropriately and any personal protective equipment (PPE) is worn where required as part of their safe work methods, and is safe and is well-maintained and complies with any relevant Codes or Standards;
- they are responsible for the security of their equipment whilst on site; and
- they are responsible for providing fencing, barriers or other measures to secure their allocated site to prevent access by unauthorised personnel where required.

10. Personal Property and Equipment

Trades and Services Providers are responsible for the security of any personal property or equipment they bring onto Notre Dame College premises. All possessions, materials, and equipment should be secured and not be left unattended. School insurances do not cover any loss or damage to Trades and Services Provider's property.

11. Safe Work Method Statements (SWMS)

A Trades and Services Provider is expected to supply a Safe Work Method Statement (Appendix 2) or equivalent template, prior to the commencement of works for the following high risk work:

- confined space entry
- demolition works
- hazardous manual handling
- hot works (e.g. welding)

- powered mobile plant (e.g. forklift)
- removal or disturbances of asbestos
- temporary supports for structural alterations
- tilt-up or precast concrete
- trenches or shafts
- use of explosives
- use of Hazardous Substances and Dangerous Goods
- working at height (two metres or more)
- works in tunnels
- work that is in, on or near:
 - artificial temperature extremes (e.g. work in an operating cool room or freezer)
 - chemical, fuel or refrigerant lines
 - contaminated or flammable atmospheres
 - electrical installations or services
 - pressurised gas distribution mains or piping
 - roads
 - telecommunications towers
 - water/liquids that pose a drowning risk

If the proposed work requires a SWMS, the works cannot proceed until the Facilities Manager has reviewed and signed the SWMS. A new SWMS will be required if scope of works change.

12. Job Safety Analysis (JSA)

A Job Safety Analysis (JSA) (Appendix 3) or equivalent template, will be required for all works which do not fall into those specified as requiring a SWMS, prior to the commencement of works. The works cannot proceed until the Facilities Manager has reviewed and signed the JSA.

13. Safety Signs and Barricades

Trades and Services Providers are responsible for displaying appropriate danger signs, screens and barricades to prevent injury to other persons (e.g. wet floor signs, welding screens and excavation barriers).

14. Environmental Protection

Trades and Services Providers must abide by EPA regulations relating to noise, air, water, stormwater and land pollution. Any accidental spillage or release of substances that may contaminate the environment must be immediately contained and then reported to the Facilities Manager and Finance Manager.

15. Asbestos

Asbestos containing material (ACM) has been identified in Notre Dame College.

Prior to the commencement of works:

- the College Asbestos Register MUST be checked at the time of sign-in when the proposed work involves drilling, scraping, sanding, sawing or any other destructive process.
- If work is to be carried out in the vicinity of ACM the Facilities Manager must be consulted prior to the commencement of work.

- asbestos containing material may only be removed by a licensed removalist.

16. Hazardous Substances and Dangerous Goods

If transporting hazardous substances or dangerous goods onto the site, the Facilities Manager must be informed. You must complete a Safe Work Method Statement (SWMS) or equivalent to outline the control methods you will use to ensure that the risks of the hazardous substances and/or dangerous goods are managed. Such controls may include, but are not limited to:

- the provision of Safety Data Sheets (SDS)
- correct labelling of containers
- correct storing and handling of containers
- correct disposal of any waste
- provision of Personal Protective Equipment.

17. Potential to fall two metres or more

Where there is the potential to fall two metres or more including:

- work at a height of two metres or above (measured from the ground to foot position on ladder rung or work platform); or
- undertake excavation work (depth of one and a half metres or more);

A Safe Work Methods Statement (SWMS) or equivalent (e.g. Job Safety Analysis (JSA)) must be supplied to the Facilities Manager demonstrating how you will manage the risks.

18. Hot Work

If a hot work task is to be undertaken (e.g. welding, burning, soldering, grinding) a Safe Work Method Statement (SWMS) or equivalent (e.g. Job Safety Analysis (JSA)) must be supplied to the school demonstrating how you will manage the risks.

19. Animals/Wildlife

There is a potential to come into contact with domestic animals (e.g. dogs) or dangerous wildlife (e.g. snakes) while at the College. Should this occur you must:

- not approach any domestic animals (e.g. dogs) or dangerous wildlife
- report the sighting of any domestic animals or dangerous wildlife to the Facilities Manager
- do not reach into any holes or gaps in the buildings without first checking to see if it is safe.

20. Access Arrangements

Before the commencement of any works all Trades and Services Providers must report to the Front Office Reception area. Trades and Services Provider vehicles are to enter and exit the College grounds as directed by the Facilities Manager or appointed College Staff.

Vehicles entering school grounds are to move at no faster than a walking pace at all times. If a vehicle has limited visibility or mobility, a spotter should be used when the vehicle is in motion.

Trades and Services Providers are not to operate vehicles on, or around, College grounds during designated drop off / pick up times or during break times:

	Emmaus Campus	Knight Street Campus
Drop off:	8.30 – 9.00am	8.30 – 8.50am
Recess:	10.50 – 11.10am	10.45 – 11.10am
Lunch:	12.50 – 1.30pm	12.50 – 1.35pm
Pick up:	3.00 – 3.30pm	3.00 – 3.30pm

In order to avoid disruption to scheduled school classes Trades and Services Providers are required to consult with the Facilities Manager, and then with any staff member who is in the classroom or office where works are to be undertaken, before entering.

21. Consultation

Should the Trades and Services Provider or their workers have any queries, concerns, suggestions or complaints about their health and safety while performing work for Notre Dame College, they can contact Paul Christensen (0419 344 082), who is the Notre Dame College point of contact.

22. First Aid

In the event of an injury:

1. If the injury is not serious, and occurs during the hours outlined below report or escort the injured party to the First Aid Location (listed below) for assistance.*
2. If the injury is serious ring 000, do not wait for first aid officer.
3. Stay with the injured party. Send someone else to find the first aid officer or call them on the contact numbers provided below.
4. If trained, apply first aid to the injured party.
5. Once the incident is over, complete a Safety Incident form at the College Office or with the Facilities Manager.

*Unless the work is being conducted on Notre Dame College premises during the hours outlined below, the Trades and Services Provider must have appropriate first aid kits and first aid procedures for the worksite.

Location of First Aid - Available only during the hours outlined below and not during school holidays.

Knight Street Campus	Student Reception (North Side) 03 5822 8400 and ask for First Aid Assistance Or Paul Christensen on 0419 344 082 8:30am – 3:30pm during school terms
Emmaus Campus	Office 03 5822 8400 and ask for First Aid Assistance Or Paul Christensen on 0419 344 082 8:30am – 3:30pm during school terms

23. Emergency Management

Upon discovery of an emergency situation:

- Remove yourself and nearby occupants from immediate danger
- Raise the alarm during school hours (03) 5822 8477 or
Paul Christensen 0419 344 082
After Hours call 000

On hearing Notre Dame College Alert or Evacuation tones:

- switch off all equipment
- proceed to the advised assembly area
- report to one of the wardens (red hats)
- do not leave the assembly area until advised

Ensure that you and your employees and sub-contractors are familiar with the Emergency Summary Chart for the Campus on which you are working (Appendix 4 – Knight Street Campus and Appendix 5 – Emmaus Campus).

24. Emergency Contacts

Notre Dame College contacts		
Facilities Manager	Paul Christensen	0419 344 082
Deputy Principal – Student Wellbeing / OHS Manager	Emma Reynoldson	0448 216 626
Finance Manager / OHS Manager	David Smyth	0417 505 647
Principal	John Cortese	0417 357 451
College Office		03 5822 8400

Other Emergency Contacts	
Police	000
Fire	000
Ambulance	000
Poisons	13 11 26
Goulburn Valley Health (Hospital) 2/2-48 Graham St, Shepparton VIC 3630	03 5832 2322
Shepparton Private Hospital 20 Fitzgerald St, Shepparton VIC 3630	03 5832 1200

25. Failure to comply

Failure to comply with all Safety Regulations and Policies as outlined in this Guide will result in the Trades and Services Provider being asked to leave the premises.

26. Policy Documents



NOTRE DAME COLLEGE

OCCUPATIONAL HEALTH & SAFETY

POLICY & PROCEDURES

Notre Dame College is committed to the health, safety and welfare of all its staff, students, those contracted to perform work on its behalf and visitors to our premises. Notre Dame College regards its Occupational Health and Safety (OHS) responsibilities with the utmost importance and, as such, resources will be made available to comply with all relevant Acts and Regulations to ensure the workplace is safe and without risk to health.

All Notre Dame College leaders, staff, contractors and visitors, have a shared responsibility for contributing to the health and safety of all persons in the workplace. The promotion and maintenance of OHS, and the dissemination of OHS information, is primarily the responsibility of the Leadership Executive. Leaders at all levels, in consultation with staff, have the responsibility for developing, implementing and continually reviewing Notre Dame College's OHS Programme.

1.0 AIMS OF THE POLICY

This Policy provides the framework for:

- The development of safe work methods
- The achievement of a safe working environment
- The promotion of good health within the work force
- Reducing the number and severity of injuries in the workplace
- Complying with all relevant Acts, Regulations, Standards and Codes of Practice.

2.0 RESPONSIBILITY FOR POLICY IMPLEMENTATION

Positions of Leadership / Management Role: Each staff member with a Position of Leadership (POL) or Management role is required to ensure that this Policy and the OHS Programme are developed and effectively implemented in areas under their control. They must also support any leaders or managers who report into them and hold them accountable for their specific responsibilities.

Staff: All staff are responsible, and will be accountable for, taking all practical measures to ensure that the workplace under their control is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health.

Staff will be held accountable for detecting any unsafe or unhealthy conditions or behaviour. If staff do not have the necessary authority to fix a problem, they will be held accountable for reporting the matter promptly, together with any recommendations for remedial action to a member of leadership with the necessary authority to effect a remedy.

Staff and Students: All staff and students are required to cooperate with the OHS Programme to ensure their own health and safety and the health and safety of others in the workplace. All staff and students will carry out their activities according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.

Contractors, Sub-Contractors and Visitors: All visitors, contractors and sub-contractors engaged to perform work on Notre Dame College's premises are required, to comply with Notre Dame College's OHS Programme and to observe directions on health and safety from Notre Dame College staff. Failure to comply or observe a direction will be considered a breach of the contract and sufficient grounds for termination of the contract.

3.0 DEFINITIONS

Policy Plus: the Policy Plus portal is where our OHS Programme can be found. It is accessible via the College Intranet.

OHS Programme: An OHS Programme is comprised of both our Policies and Procedures related to OHS.

4.0 PROTOCOLS AND PROCEDURES

4.1 Strategies

Risk Management: Notre Dame College has established a documented OHS and Risk Management system with procedures for identifying, assessing and controlling workplace hazards. This system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.

Consultation: An OHS Committee and Health and Safety Representatives (HSRs) have been appointed to provide an effective consultative mechanism. Staff and students are able to provide input into the OHS Programme. Leadership will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfill their OHS responsibilities.

4.2 Occupational Health and Safety Programme

Notre Dame College is committed to the effective implementation of its OHS Programme within Policy Plus and will ensure that it is appropriately reviewed and updated. The programme relates to all aspects of OHS including, but not limited to:

- OHS training and education for all employees – general and hazard specific
- Work system and procedure design, workplace design and standard work methods
- Changes to work methods and practice
- Emergency procedures and drills
- Provision of OHS services, equipment and facilities
- Workplace inspections and safety plans
- Reporting and recording of incidents, accidents, injuries and illnesses
- Provision of information to staff, contractors, sub-contractors and visitors.

4.3 Evaluation

Notre Dame College is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the elimination of work related illness and injury.

The effectiveness of Notre Dame College's OHS & Risk Management Programmes will be measured by the:

- Effective identification of hazards;
- Effective development and implementation of safety plans; and
- Decrease in lost time due to illness and injury and a resulting reduction in premiums.

5.0 PROFESSIONAL DEVELOPMENT

Professional development will be provided to all appropriate staff as required.

6.0 COMMUNICATION

- All staff are made aware each year (including during induction) of the OHS Policy and Programme.
- A copy of the Policy is available on the Notre Dame College website and Policy Plus site.

7.0 ASSOCIATED POLICIES / PROCEDURES

- Injury Management and Return-to-Work Programme
- OHS Programme
- Victorian Occupational Health and Safety Act 2004

8.0 REVIEW TIMELINE

The OHS Programme will be continuously reviewed and updated as required. This policy is to be reviewed by the Leadership Executive Team at least every three years.

Initially Ratified: March 2019

Next Review to be completed by: March 2022



NOTRE DAME COLLEGE

CHILD SAFE

POLICY AND PROCEDURE

INTRODUCTION

This policy was written to demonstrate the strong commitment of the whole community of Notre Dame College leaders, staff, volunteers, students and their families to child safety and to provide an outline of the policies and procedures developed to keep everyone safe from harm, including all forms of abuse.

1 COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have a right to feel safe and be safe. 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.

2 CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The staff and volunteers of Notre Dame College encourage students to express their views. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all students to openly express their views and feel comfortable about giving voice to the things that are important to them.

We teach students about what they can do if they feel unsafe. We listen to and act on any concerns that students or their parents or carers raise with us.

3 VALUING DIVERSITY AND INCLUSION

We value and celebrate diversity, especially cultural diversity, and do not tolerate discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal students and their families
- promote the cultural safety, participation and empowerment from culturally and/or linguistically diverse backgrounds (CALD) and their families
- promote the personal safety, participation and empowerment of students with a disability and make them feel welcome and part of all aspects of College life

4 RECRUITING STAFF AND VOLUNTEERS

Notre Dame College will apply the most thorough and rigorous standards in the recruitment and screening of staff and volunteers. We interview and conduct referee checks on all staff and volunteers and require police checks and Working With Children Checks (WWCC) for all staff and volunteers. Our commitment to Child Safety and our screening requirements are included in all advertisements for staff and volunteer positions.

5 SUPPORTING STAFF AND VOLUNTEERS

Notre Dame College provides support and supervision to all staff and volunteers so that people feel valued, respected, affirmed in their work and fairly treated. We have a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

6 REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

Our College records any child safety complaints, disclosures or breaches of the Code of Conduct and stores the records in accordance with security and privacy requirements. Our complaints and disclosure processes are outlined and detailed in the following Notre Dame College Policies and Procedures

- Child Safe: Mandatory Reporting

This Child Safe Policy should be read in conjunction with the other policies and procedures of Notre Dame College concerned with Child Safety and Pastoral Wellbeing:

- Code of Conduct for Behaviour with Students
- Child Safe: Child Protection – Working With Children Checks
- Child Safe: Child Protection – Failure to Disclose
- Child Safe: Child Protection – Failure to Protect
- Child Safe: Child Protection – Grooming

The Principal and Deputy Principal - Student Wellbeing - have specific responsibility for responding to any complaints made by staff, volunteers, parents or students in relation to Child Safety.

7 RISK MANAGEMENT

Risk management is an approach that minimises the potential for child abuse or harm to occur. In addition to our general Occupational Health and Safety (OH&S) risks, we proactively manage risks of abuse and harm to our students.

8 POLICY REVIEW

This policy is reviewed every three years and we undertake to seek feedback from students, parents, carers, staff and volunteers.

Initially Ratified: July 2016

Next Review to be completed by: 2019



NOTRE DAME COLLEGE CODE OF CONDUCT FOR BEHAVIOUR WITH STUDENTS

Purpose

This Code of Conduct has a specific focus on safeguarding children and young people at Notre Dame College against sexual, physical, psychological and emotional abuse or neglect. It is intended to complement other professional and/or occupational codes.

All staff, volunteers, contractors, clergy and board/College council members at Notre Dame College are expected to actively contribute to a College culture that respects the dignity of its members and affirms the Gospel values of love, care for others, compassion and justice. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.

Definition

For the purpose of this Code of Conduct, a child is defined as being any student enrolled at Notre Dame College.

Acceptable behaviours

All staff, volunteers and board/College council members are responsible for supporting the safety of children by:

- adhering to the College's child safe policy and upholding the College's statement of commitment to child safety at all times
- taking all reasonable steps to protect children from abuse
- treating everyone in the College community with respect
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused or that they are worried about their safety/the safety of another child
- promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination)
- promoting the safety, participation and empowerment of children with a disability (for example, during personal care activities)
- ensuring as far as practicable that adults are not alone with a child
- reporting any allegations of child abuse to the College's Leadership Executive Team
- understanding and complying with all reporting obligations as they relate to mandatory reporting and reporting under the *Crimes Act 1958*
- reporting any child safety concerns to the College's Leadership Executive Team
- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe
- reporting to the Victorian Institute of Teaching any charges, committals for trial or convictions in relation to a sexual offence by a registered teacher, or certain allegations or concerns about a registered teacher.

Unacceptable behaviours

All staff, volunteers, contractors, clergy and Board members must not:

- ignore or disregard any suspected or disclosed child abuse
- develop any 'special' relationships with children that could be seen as favouritism
- exhibit behaviours with children which may be construed as unnecessarily physical
- put children at risk of abuse
- initiate unnecessary physical contact which children or do things of a personal nature that a child can do for themselves
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of age, gender, race, culture, vulnerability, sexuality, ethnicity or disability
- use any personal communication channels/devices such as a personal email account, personal social media account
- exchange personal contact details such as phone number, social networking sites or personal email addresses
- work with children whilst under the influence of alcohol or illegal drugs



NOTRE DAME COLLEGE

CHILD SAFE: CHILD PROTECTION - WORKING WITH CHILDREN CHECKS

POLICY AND PROCEDURE

1. INTRODUCTION

The dignity of the human person, who is created in the image and likeness of God, is the foundation of Catholic Social Teaching. All children have the right to feel safe and be safe, all of the time.

Notre Dame College is committed to the creation of a safe, just and respectful environment that supports wellness for all members of the College community. In this, there is a moral obligation and shared responsibility to protect the most vulnerable members of the community.

Notre Dame College believes that, while protecting children and young people against sexual abuse is a community wide responsibility, the College has a particular moral and legal responsibility to ensure children and young people are safe in our care and to actively and intentionally work to eliminate all forms of abusive behaviours towards children. There are also particular moral and legal obligations for us in authority to prevent, reduce and minimise child abuse and exploitation in all forms.

2. AIM

This policy aims to:

- ensure a safe environment is provided to protect children and young people from harm and to prevent staff from abusing their position of authority and trust;
- ensure the safety and wellbeing of all children is the primary focus of all decision making;
- ensure the Leadership Team and all staff members are self-aware of, and comply with, their professional obligations and responsibilities, and;
- ensure that a positive and robust child protection culture is created and maintained.

It is based on the responsibilities of all Victorian schools in complying with the provisions of the Victorian *Working with Children Act 2005*, which was enacted to assist in protecting children from sexual or physical harm by ensuring that people that work with, or care for, them are subject to a screening process. [*Working with Children Act 2005*, s.1(1)].

3. RESPONSIBILITY FOR IMPLEMENTING THE POLICY

The Principal, together with the Deputy Principal – College Operations.

4. DEFINITIONS

For the purposes of the Working With Children Act 2005 and the Colleges Child Protection: Working with Children Check Policy and Procedure, the following definitions are to be used;

- **Children** are those under the age of 18 years
- **Child related work** is work involved in one of the occupational fields listed in the Act, and that “usually involves direct contact with a child and that contact is not directly supervised by another person.”
- **Note:** “Work is not child-related work by reason only of occasional direct contact with children that is incidental to the work.”
- **Direct contact** is defined in Section 3 of the Act as any contact between a person and a child that involves:
 - Physical contact, or
 - Face to face contact; or
 - Contact by post or other written communication; or

- Contact by telephone or other oral communication; or
- Contact by email or other electronic communication.
- **Working with Children Checks (WWCC) Employee** – There are two types of Working with Children Checks, Voluntary and Employee. Both checks are the same, however by law people doing paid child related work must have an **Employee Check** and pay the associated fee.
- **Working with Children Checks (WWCC) Volunteer** – Volunteers working with children are required to complete this check. If a person holds a Volunteer Check but will be paid for their services in a particular instance, by law the person must not use the Volunteer Check for that work. Penalties apply. The person must apply for the Employee Check before they start the paid work.
- **Negative Notice - Where** an applicant has failed the WWCC, they will be issued with a Negative Notice. The Notice will bar an applicant from engaging in child-related work, even if they are directly supervised, from the date of notice.
- **Contractor** – Anyone engaged by the College to provide a service.
- **Volunteer** – Anyone engaged by the College to provide a service without payment.

5. KEY PRINCIPLES

- A safe environment is required to protect children and young people from harm and to prevent staff from abusing their position of authority and trust.
- The child and young person's ongoing safety and wellbeing must be the primary focus of all decision making.
- School leaders and staff must be fully self-aware of, and comply with, their professional obligations and responsibilities.
- The commitment to protecting children is embedded in the College's culture and responsibility for taking action is understood and accepted at all levels of the organisation.

6. IMPLEMENTATION

This policy applies to the whole school community in supporting safe environments for all children and young people.

6.1. Who is required to have a Working with Children Check at Notre Dame College?

A WWCC is required from any person who is engaged by Notre Dame College. Examples include but are not limited to:

- Employees
- Board Members
- Volunteers (e.g. Canteen and Uniform Shop parent volunteers)
- Contractors (e.g. tradespeople, photographers, music tutors, cleaners)
- Clergy and Parish Associates
- Pre-Service Teachers
- All Notre Dame Club Coaches

Other persons not mentioned above, entering the College who will **NOT** have direct contact with students as defined in this policy, for example a tradesperson **MUST** be supervised by a College Staff Member.

You can also reference Appendix 1 for some answers to Frequently Asked Questions about who needs a WWCC.

6.2. Key Exemptions

People engaged in the following types of work are not required to have a WWCC Check:

- Teachers registered with the Victorian Institute of Teaching (VIT). However, where a teacher's registration is suspended and they must not teach, and they are employed in a non-teaching capacity, they will need a WWCC Check.
- Parents or close relatives volunteering in an activity in which their child participates or normally participates. In line with the College's risk-based approach to child safety and protection, where parent volunteers are

volunteering at large off-site activities, such as overnight excursions or camps, the College requires that these parent volunteers undergo a WWCC clearance as a matter of best practice.

- All students enrolled at the College, regardless of age.
- Victorian or Australian Federal Police officers.
- Children under the age of 18.

Note: Some drivers accredited under the Transport (Compliance and Miscellaneous) Act 1983 (Vic) who were engaging in child-related work were previously exempt from the Check. These drivers must now pass the Check to continue this work.

6.3. How to Apply for a WWC Check?

A person who engages in child related work is responsible for applying for his or her own WWC Check. To apply:

1. Fill out an online application form at www.workingwithchildren.vic.gov.au.
2. Nominate Notre Dame College as your Organisation.
3. Upon completion of the application, you will be provided with an online receipt.
4. Take application summary and printed receipt, a passport-sized photo and proof of identity to a participating Australia Post retail outlet.
5. If the WWC Check is for paid, child-related work, a fee is payable for a five year clearance.
6. If applying outside Victoria, the following must be posted to the Victorian Department of Justice:
 - An application summary and receipt or the completed paper form signed in front of a certifying officer.
 - A signed statement by a certifying officer confirming they have witnessed your signature.
 - Certified true copies of your identification documents.
 - 2 passport-sized photos, one certified on the back by the certifying officer and the other attached to the application summary or paper form.
 - A bank cheque or money order for the fee if you are a paid worker.

Mail to: Working with Children Check Unit, Department of Justice, GPO Box 1915, Melbourne VIC 3001

6.4. What is Checked?

The WWCC obtains applicants' national criminal histories including:

- Convictions (spent or unspent);
- Non-convictions charges (for serious sexual, violent or drug offences);
- Acquittals because of mental impairment;
- Guilty pleas;
- Juvenile records from when you were under 18 years of age;
- Findings of courts, Corrections Victoria, the Department of Human Services and information from employers or any other source considered relevant;
- Formal findings of guilt; and
- Pending charges.
- The criminal offences relevant to a WWC Check are:
 - Serious sexual offences;
 - Serious violent offences;
 - Serious drug-related offences;
 - Offences against the Working with Children Act 2005 (Vic); and
 - Offences linked to the safety of children.

6.5. Appointment of Staff

- New staff (paid, contractor or volunteer) are unable to commence employment at the College without a current Working with Children Check or a valid application receipt.

6.6. Proof of Check

- All staff employed at the College are required to hold a Working with Children Check in accordance with the College's Child Protection: Working with Children Check Policy and Procedure, and are required to provide proof to the College in the form of a photocopy of their current Employee Working with Children Check or a valid application receipt prior to their commencement at the College. Please note: the application receipt is a valid alternative to a Working with Children Check for only 60 days.
- All other persons (except those who are exempt) are required to show their Working with Children Check on arrival at the College. This would normally occur at Reception where all visitors to the College are required to sign in. The office staff will check this against the Working with Children Check Register and add any new Working with Children Checks to the data base. This will require the person to provide us with a photocopy of their Working with Children Check as well as their full name, address, and date of birth.
Please note: A Volunteer or Employee Working with Children Check is suitable for Contractors and other visitors who are not engaged in paid, child-related work, involving Direct Contact with students. Contractors (e.g. music tutors) who do child related work and have direct contact with students will be required to have an Employee Working with Children Check.
- There are times where students are on site after hours e.g. studying in the Library, detention, etc. There are also times during school holidays that students may attend the College, for instance production rehearsals, Year 12 students studying, etc. A Working with Children Check is therefore required to enter the College at any time.

6.7. Renewal of Check

- Working with Children Checks are to be renewed every five years. The renewal of the Working with Children Check is the sole responsibility of the individual.
- The College checks the Department of Justice website annually to ensure Working with Children Checks are current and sends a renewal reminder to staff one month prior to the expiry date.
- The individual is required to provide proof of their registration in the form of a copy of their new Working with Children registration card to the College. This copy is to be provided within 7 days of receiving it from the Department of Justice.

6.8. Lapsed Check

- Once a Working with Children Check expires a person cannot engage in any child related work until it is renewed, to do otherwise is an offence.
- According to Part 2, Section 14A, B & C of the Victorian Catholic Education Multi Enterprise Agreement 2018; "Where for any reason an employee does not have the required registration (or other evidence to permit them to work (Necessary Authority) the Employer may;
 - Give the employee not less than seven days, to obtain the necessary authority; and
 - Give the employee an opportunity to explain any extenuating circumstances and clarify any matter.
 - Where following the steps above, the Employer is satisfied that the lack of the 'Necessary Authority' is a result of the actions or omissions of the employee – and not due to any extenuating circumstance – the employer may stand down the employee without pay until the employee satisfies the employer that he or she has the 'Necessary Authority'.

6.9. Negative Notice

Where an applicant has failed the Check, they will be issued with a Negative Notice. The Notice will bar an applicant from engaging in child-related work, even if they are directly supervised, from the date of notice. A copy of the Notice will be sent to all the organisations listed in the application but they will not be notified of the reasons for the Notice.

Once issued with a Negative Notice, an applicant cannot reapply for a WWC Check for five years, unless their circumstances have changed, which can include: a pending charge being withdrawn or dismissed by a court; being

found not guilty of a pending charge; being no longer required to report under the Sex Offenders Registration Act 2004 (Vic); being no longer subject to an extended supervision or detention order under the Serious Sex Offenders Monitoring Act 2005 (Vic) or Serious Sex Offenders (Detention and Supervision) Act 2009 (Vic).

Applicants can appeal a Negative Notice by making an application to the Victorian Civil and Administrative Tribunal within 28 days of the decision.

The College will not allow anyone who has a Negative Notice to undertake child-related or other work, even if they are directly supervised or exempt from holding a WWCC.

6.10. Working with Children Check Register

The College maintains a register of Working with Children Checks which is administered by the Payroll Administration Officer.

All persons requiring a Working with Children Check are;

- To provide a copy of their WWCC together with their name, address and birthdate prior to entering the College. This information will be recorded in the College's Working with Children Check register.
- When arriving at the College persons will be required to sign in and show their Working with Children Check which will be checked against our register.
- Where we do not have a record of this Working with Children Check we will require a copy of it together with the person's name, address and birthdate which will then be added to the College's register.

Those exempt from the register are still included on the register with an explanation as to why they are exempt.

6.11. Active Supervision for those without a Working with Children Check

6.11.1. Direct Contact

It is not possible to actively supervise an adult who will have direct contact with a child. The adult must have a Working with Children Check.

6.11.2. Indirect Contact

There will at times be instances where a person attending the College (such as a contractor, tradesperson, delivery person), does not have a Working with Children Check and is not exempt from holding one (as per Appendix 1), however they will also not have any direct contact with a student. In these instances;

- The person without a check, if 'directly supervised' by a staff member.
- The staff member responsible for organizing the visit is to ensure that the person is 'directly supervised' while at the College.
- Where a delivery is being made to a location other than the office, the Facilities Manager or a Maintenance staff member is to be contacted in order to 'directly supervise' the delivery person.
- 'Direct supervision' requires that a staff member is present with the person who does not hold the check for the time that they are at the College.

6.12. Communication of Policy

- All staff are made aware each year (including during induction) of, understanding and implementing the College Working with Children Check Policy and Procedure.
- A copy of the Policy is available on the Notre Dame College website and the College Intranet.

7. PENALTIES

- It is an offence to work with children without a valid WWC Check Card or Application receipt while your Check is being processed. It is an offence for anyone to apply for or engage in child-related work if they have been issued a Negative Notice. The maximum penalty is two years' imprisonment, a fine or both.
- The College will take all reasonable steps to ensure they do not engage or continue to engage a person in child-related work who does not hold a valid WWC Check Card. The penalty for organisations is a significant

fine.

8. BREACH

- Any breach of this policy is considered to be serious misconduct and may lead to dismissal.

9. ASSOCIATED DOCUMENTS

This policy should be read in conjunction with the following documents:

- Charter of Sandhurst School Improvement* <http://cossi.ceosand.catholic.edu.au/>
- Catholic Education Sandhurst – Guidelines to Schools for Compliance with the Working with Children Act 2005*
- Notre Dame College:*
 - Child Safe Policy*
 - Code of Conduct for Behaviour with Students*
 - Child Safe: Identifying And Responding To All Forms Of Abuse Policy & Procedure*
 - Child Protection – Grooming Policy and Procedure*
 - Victorian Institute of Teaching Registration Protocols for Employment at Notre Dame College*

10. REFERENCES

- Working with Children Act (Vic) 2005 http://www.austlii.edu.au/au/legis/vic/consol_act/wwca2005232/
- Catholic Education Sandhurst Information for Schools – Child Safe Organisations

11. REVIEW

This policy is to be reviewed at least every three years.

Initially Ratified: July 2016

This Version Ratified: March 2019

Next Review to be completed by: March 2022

APPENDIX 1**Frequently asked questions about who needs a WWCC****Does my guest speaker need a WWCC?**

Yes they will as their work involves Direct Contact with students. They will need an Employee WWCC if they are being paid for their appearance and a Volunteer WWCC if they are volunteering their time.

Does a food vendor coming onto College grounds require a WWCC?

Yes, if their work involves direct contact with students or the opportunities for direct contact, e.g. selling food to students. If the food vendor was coming on a student free day to supply staff with coffee they wouldn't require a WWCC.

Does an electrician or other service provider working on College ground require a WWCC?

Yes, if they are to be left to work independently of any College Staff. The work they are doing isn't child related, however, the College has done their own Risk Assessment and believes that the opportunity for these contractors to be in Direct Contact with students is high, so for this reason they are asked to supply either an Employee or Volunteer WWCC prior to commencing work.

I have arranged for a contractor to come into the College and do a quote for possible future works – do they need a check?

No, as long as you are with them for the entire length of their visit and they are not given opportunities for Direct Contact with students, they will not need a WWCC. This exemption is only for one of visits and the contractor would be required to provide a WWCC should they gain work.

27. Appendices

Notre Dame College Contractor OHS Induction Checklist

This Induction is valid for 12 months, except where the provision of a SWMS is mandated for high risk work (see Section 11 of this procedure). In this case the contractor must be re-inducted.

Name of Contractor	
Company or Business Name	
Date	

This checklist has been developed to assist in the identification of risks when managing contractors at the College. If hazards have been identified, ensure appropriate control measures are implemented.

The College is to ensure that the above named contractor(s) have been provided with the following information and/or instructions:	Provided
Notre Dame College Safety Information Guide and Terms for Trades and Services Providers	
Required conduct and behaviour, including specific directions regarding child-safety precautions with which they are required to comply	
Access arrangements, including signing in/out and wearing identification	
Restrictions in timing of tasks, including vehicle access, use of heavy machinery, noise or dust on the school site	
Details of the areas of the school the contractor is permitted / not permitted to enter	
Traffic management, car parking and vehicle access	
Procedures for disposal of rubbish and waste	
Emergency Management	
First Aid and Amenities (including a site tour where necessary)	
Location of Hazardous Substances and Dangerous Goods stored on site	
Hazard and Injury/Incident Reporting	
Current Asbestos Management Plan	
Permits to work (confined space entry)	
Upon completion of work at the school, will the Facilities Manager inspect the works to ensure that the site is left free from hazards and presents no risk of injury to any person?	

COMPANY REPRESENTATIVE SIGNATURE:

FACILITIES MANAGER SIGNATURE:

Notre Dame College - Safe Work Method Statement (SWMS)

WORK ACTIVITY (Job Descriptions)	
COMPANY / BUSINESS NAME	
WORK SUPERVISOR (Name and Contact Details)	
WORKPLACE AND WORKS LOCATION	

PREPARED BY: _____

Signature: _____

Consultation			
Relevant employees and / or health and safety representative must be consulted in the development, approval and communication of this SWMS			
High risk construction work (highlight any boxes that apply)	Where there is a risk of a person falling more than 2m.	On or adjacent to roadways or railways used by road or rail traffic.	In, over or adjacent to water or other liquids where there is a risk of drowning.
	At workplaces where there is any movement of powered mobile plant.	Structural alterations that require temporary support to prevent collapse.	In an area where there are artificial extremes of temperature.
	On or near energised electrical installations or services.	Involving a trench or shaft if the excavated depth is more than 1.5m.	On or near pressurised gas distribution mains or piping.
	Involving demolition.	Involving a confined space.	On or near chemical, fuel or refrigerant lines.
	Involving tilt-up or precast concrete.	On telecommunications towers.	Involving diving.
	Involving removal or likely disturbance of asbestos (note: preparation of an asbestos plan is taken to be preparation of a SWMS).	In an area that may have a contaminated or flammable atmosphere.	Involving the use of explosives.
			Involving a tunnel.

Personal Protective Equipment (delete any that are not applicable)								
Foot Protection	Hearing Protection	High Visibility	Protective Clothing	Head Protection	Breathing Protection	Eye Protection	Hand Protection	Face Protection
								

SELECTING RISK CONTROLS:

Any risk to health or safety must be eliminated, or if that is not reasonably practicable, reduced so far as is reasonably practicable by:

- implementing any mandated controls specified by law (eg the OHS Regulations 2017)
- substituting a new activity, procedure, plant, process or substance (eg scaffold in preference to ladders)
- isolating persons from the hazard (eg fence off areas for mobile plant operation)
- using engineering controls (eg guard rails, trench shields) - or a combination of the above.

If any risk to health or safety remains, it must be reduced by using:

- administration controls (eg activity specific safety training, work instructions, warning signs)
- PPE such as respiratory protection, hardhats, high visibility clothing - or a combination of the above.

More Effective



Less Effective

What are the hazards and risks? <i>What aspects of the work could harm workers or the public?</i>	What are the risk control measures? <i>Describe what will be done to make the activity as safe as possible</i>	Responsible Person/s <i>Who will ensure this is done?</i>

List any formal training, licences and / or competencies required by workers undertaking this task:	Is there a need to apply for a regulatory permit, licence, registration or approval?	Do workers need to complete any training in relevant procedures or training modules?
<i>Example:</i> <ul style="list-style-type: none"> • License to Perform High Risk Work (operating certain plant, equipment) • TAFE or other recognised training organisation 	<i>Example:</i> <ul style="list-style-type: none"> • Permits to Work • Local council or EPA permits / approvals • Certain plant to be registered 	<i>Example:</i> <ul style="list-style-type: none"> • Site-specific inductions • Nature of hazards / risks • Emergency procedures
What will be the supervisory arrangements for workers whilst undertaking this task?	List what the duties of workers undertaking this task will be:	List any plant, tools and / or equipment that will be used whilst undertaking this task:
<i>Example:</i> <ul style="list-style-type: none"> • On-site supervision • Audits and / or Spot Checks, etc. 	<i>Example:</i> (Name): Operating electric jackhammer (Name): Clean-up crew	<i>Example:</i> <ul style="list-style-type: none"> • Chainsaw • Hand drills
Maintenance Details for plant / equipment used on job (include cranes, forklifts, electrical equipment etc.)		
<i>Example:</i> <ul style="list-style-type: none"> • As per manufacturer's recommendations • Electrical tested / tagged every 3 months. 		

CONTRACTOR SIGN-OFF

I acknowledge that I have read the above SWMS and I understand its contents. I confirm that I have the appropriate skills and training, which includes any relevant qualification / certification, licences and / or competencies to conduct the task as described. By signing below I agree to comply with safety requirements within this SWMS including safe work instructions and any required Personal Protective Equipment described.

Name	Signature	Date

SCHOOL LEADERSHIP DECLARATION AND SIGN-OFF (Property Services Manager)

I declare that I have reviewed the **SWMS name**, and confirm that:

- Risk controls have been chosen that are appropriate to the site and the task described;
- Risk controls are designed to reduce the risks in this task as far as is reasonably practicable;
- The scope of the task, hazards involved and the means to controls the risks are understood;
- I can confirm that the supervision for this task is sufficient based on the information provided in this SWMS.

Name	Signature	Date

Notre Dame College - Job Safety Analysis (JSA)

Contractor Name:		Date:	
Location:			
Brief description of works to be conducted:			

Activity List the tasks required to perform the activity in the sequence they are carried out.	Hazards Against each task list the hazards that could cause injury when the task is performed.	Risk control measures List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	Who is responsible? Write the name of who is responsible (supervisor or above) to implement the control measure identified.

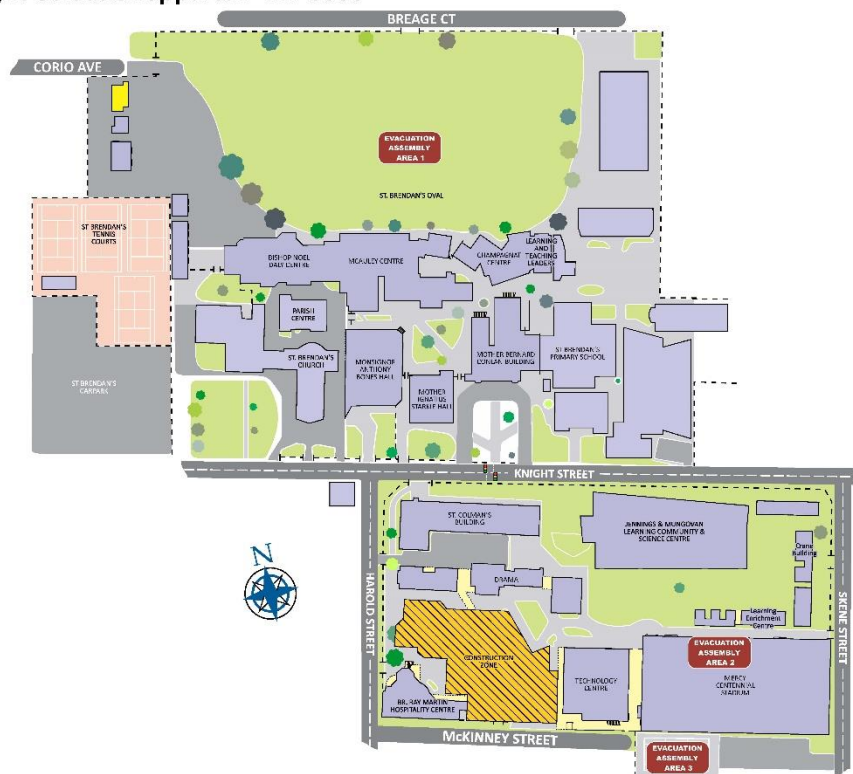
Each Job Safety Analysis Worksheet must be site specific. Please include all workers in the development of this.

Emergency Management Summary – Knight Street Campus



SUMMARY CHART

Notre Dame College - Knight Campus
139 Knight Street Shepparton VIC 3630



Dynamiq
Trusted Emergency Management

WHAT TO DO IN AN EMERGENCY

UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm  (03) 5822 8477 or EXT 777
After Hours: 000

EVACUATION PROCEDURE

Staff:

- Turn off any equipment that may become a hazard.
- Commence Evacuation via the nearest safe .
- Make a final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

Staff not in the act of Teaching:

- Report to the Chief Warden for deployment.

MEDICAL

- RAISE THE ALARM**
- Contact a nearby trained First Aider
- Check for dangers before approaching the casualty.
- Do not attempt to move a person unless they are in immediate danger.

LOCKDOWN PROCEDURE

- Attend your "Classroom" if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so
- RAISE THE ALARM.**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up wind (see **EVACUATION PROCEDURE**).
- DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

FIRE

Upon discovering a fire:

- Assist persons in danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- Commence evacuation via the closest safe exit
- Alert anyone in the immediate area.
- RAISE THE ALARM**
(see **EVACUATION PROCEDURE**).

ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder
- Hand over valuables, if requested, these are replaceable, life is not.
- DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
- RAISE THE ALARM.**

BOMB THREAT

Upon receiving a threat:

- Take the threat seriously.
- Obtain as much information as possible.
- Do not hang up the phone.
- RAISE THE ALARM** discreetly.
- Fill in a Bomb Threat Checklist, available from the Chief Warden.

Upon finding a suspect package:

- DO NOT** touch or move the object.
- Isolate and evacuate the immediate area.
- Notify the Chief Warden.

ADVERSE WEATHER

During adverse weather conditions:

- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

Once adverse weather condition has passed:

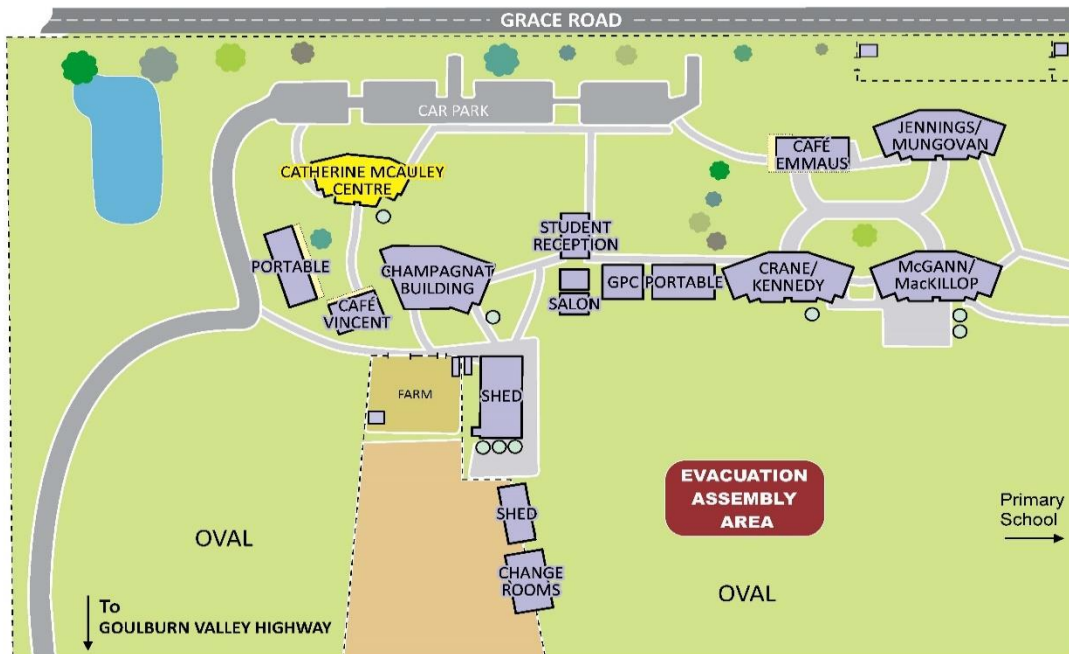
- Notify the Chief Warden of dangerous situations in your area.
- If flooding has occurred, avoid pools of water.

Emergency Management Summary – Emmaus Campus



SUMMARY CHART

Notre Dame College - Emmaus Campus
95 Grace Road Shepparton North VIC 3630



Dynamiq
Trusted Emergency Management

WHAT TO DO IN AN EMERGENCY

UPON DISCOVERY OF AN EMERGENCY SITUATION:

- Remove yourself and nearby occupants from the immediate danger
- Raise the Alarm (03) 5829 3377 or EXT 777
After Hours: 000

EVACUATION PROCEDURE

Staff:

- Turn off any equipment that may become a hazard.
- Commence Evacuation via the nearest safe .
- Make a final check of room, take the class roll and shut the door.
- Lead students to the nominated or closest safe Evacuation Assembly Area.
- Account for your current class group and report any problems to the Comms Officer.
- Remain in control of your class group at the Evacuation Assembly Area.

Staff not in the act of Teaching:

- Report to the Chief Warden for deployment.

LOCKDOWN PROCEDURE

- Attend your "Classroom" if outside class time or remain with the class if you are teaching.
- Lock all doors and windows and draw curtains and blinds.
- Direct students to sit down on the floor together and prevent students from peering through windows or doors.
- Give students reassurance to help them remain quiet and calm.
- Wait for further instruction from a Warden or Chief Warden.

HAZARDOUS MATERIALS

- Assist persons in danger, if safe to do so.
- RAISE THE ALARM**
- Alert anyone in the affected area.
- Commence immediate evacuation of the area, where possible evacuate up wind. (see EVACUATION PROCEDURE).
- DO NOT** attempt to clean up or confine the spill unless you have been appropriately trained and have the correct personal protective equipment.

FIRE

Upon discovering a fire:

- Assist persons in danger, if safe to do so.
- Close doors to prevent fire/smoke spread.
- Commence evacuation via the closest safe exit.
- Alert anyone in the immediate area.
- RAISE THE ALARM**
(see EVACUATION PROCEDURE).

ARMED INTRUSION

- Act calm.
- Obey instructions given by intruders.
- Do not make sudden movements or make eye contact.
- Be courteous, answer all questions asked by the intruder.
- Hand over valuables, if requested, these are replaceable, life is not.
- DO NOT** give chase when intruder departs.
- Make a mental note of the offender, such as speech, mannerisms, clothing, scars, tattoos etc.
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During adverse weather conditions:

- If indoors, seek shelter under a desk or table or move to an interior room corner, sit down and protect your face and head with your arms.
- If outside seek shelter.
- Await instructions from the Chief Warden.

Once adverse weather condition has passed:

- Notify the Chief Warden of dangerous situations in your area.
- If flooding has occurred, avoid pools of water.