

VOLUNTEER HANDBOOK



Alphington
GRAMMAR SCHOOL

Welcome

Dear Members of the Alphington Grammar School Community,

We have a wonderful school community here at Alphington Grammar School, made all the more richer by the terrific support and involvement of so many of our volunteers from our parent group and beyond.

We aim to have a broad variety of social and community events and activities on the calendar each year and we appreciate the extraordinary assistance we receive from so many generous people. These events simply would not run without the input and collaboration from our volunteers, either as classroom/year level representatives, house or special interest group volunteers.

In the past, parents have gained a great deal of enjoyment from volunteering for events at the School, developing friendships and becoming integral members of our community. Alongside this the parent volunteers have raised significant amounts of money to help fund special projects in the School, for instance play equipment, sensory garden, commercial kitchen, musical and theatrical equipment and much more.

The following pages outline some of the administrative and legal requirements of volunteering; each very important in their own right and a key aspect of the contemporary landscape of volunteering in schools. We invite you to become familiar with our School's ethos and values, and also policies and regulations in relation to:

- Volunteer Guidelines and Confidentiality Declaration;
- Child Safety Policy;
- Code of Conduct for Behaviour with Children;
- Working With Children Clearance (WWCC);
- Privacy Policy; and
- Occupational Health and Safety Policy.

We look forward to seeing you in the School and continuing our great tradition of volunteers and building community spirit.

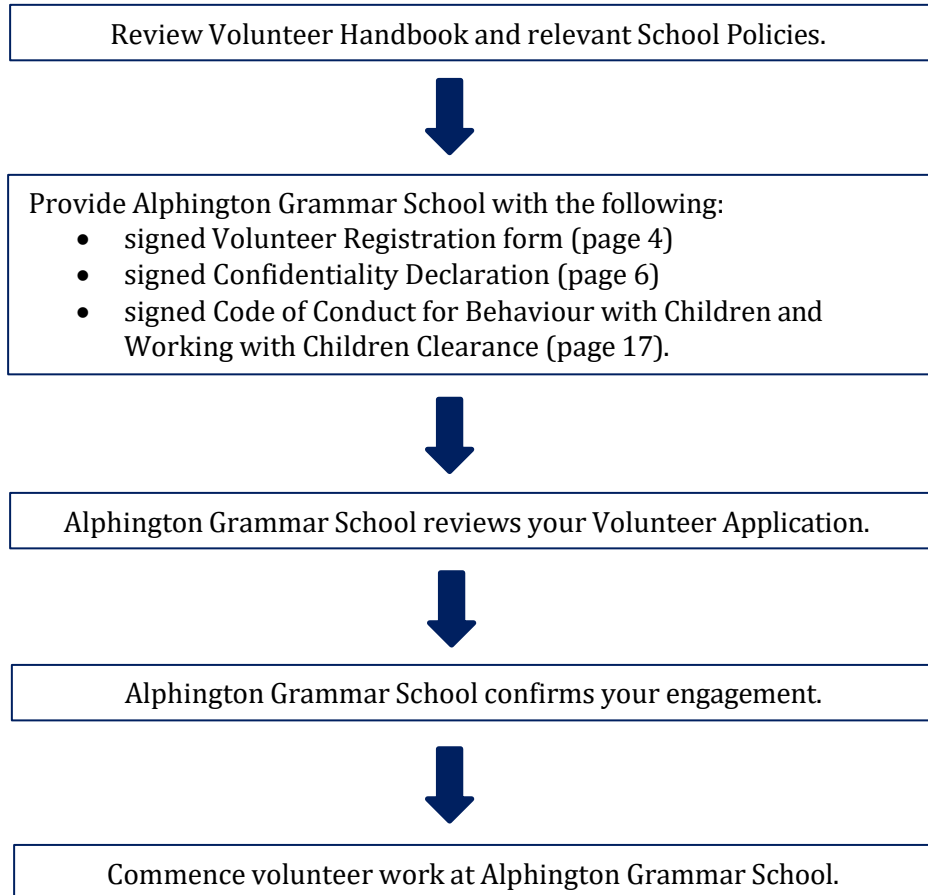


Dr Vivianne Nikou
PRINCIPAL

Volunteer Process Overview

1. How to become a Volunteer:

- 1.1. Every year, any Alphington Grammar School community member wishing to be a volunteer must undertake this process to ensure our information is accurate and we are adhering to Child Safety requirements:



- 1.2. Please sign and return the above mentioned documents to School Administration or email signed documents to: info@ags.vic.edu.au

Volunteer Registration

Dear Volunteer,

Thank you for agreeing to volunteer at Alphington Grammar School. Your contribution is greatly appreciated.

Please ensure that you have read all the documents listed below, completed and signed this Volunteer Registration form, accompanied by Code of Conduct Declaration and your Working With Children Clearance (WWCC).

Full Name:	
Mobile Telephone:	
Email Address:	
Name of child(ren) and year levels they are currently enrolled in:	

Availability:

I am available to help (tick your suitability):

- ☐ Once a week – where help is needed
- ☐ Once a month – where help is needed
- ☐ Special event - set up/pack up
- ☐ Special event – hands on during event
- ☐ Whenever help is required - feel free to call or email me to check availability.

Declaration:

I have read and understood:

- ☐ Code of Conduct for Behaviour with Children
- ☐ Confidentiality Statement.

I have signed and returned (attached to this application):

- ☐ Working With Children Clearance (WWCC)
- ☐ Code of Conduct Declaration.

Volunteer Working With Children Clearances are free and can be applied for via the link:

<https://www.workingwithchildren.vic.gov.au/can-i-apply-for-a-check-fully-online-2>

I declare that the information contained in this application is true and correct, and I wish to be a volunteer at Alphington Grammar School.

Signature _____ Date _____

Privacy Statement:

The personal information you have provided will help us assess your application to volunteer at Alphington Grammar School and will be treated confidential.

Volunteer Guidelines and Confidentiality Declaration

Parent and volunteer helpers are always welcome at Alphington Grammar School. We continue to work hard to reflect the School's aims of establishing strong relationships between the community, home and school, and involving parent/volunteer helpers fully and actively in the children's learning and in the life of our School.

The safety of all students is paramount and the volunteer guidelines and confidentiality declaration have been put in place to protect their wellbeing.

While many volunteers are involved in events outside the School and classroom activities, we are happy to encourage parent/volunteer helpers to work within classrooms under the close guidance and direction of the classroom teacher. Any support offered, as long as it is prearranged with the teacher, is welcomed and valued in helping to support the education of the children in our care.

We recognise that parent/volunteer helpers have a wide variety of experiences and skills which we are keen to find out about and use as much as we can in the classroom. If you have any special interests or skills, please let us know.

1. Volunteer Guidelines:

If you would like to be a parent/volunteer, we request that you follow Alphington Grammar School's volunteer guidelines to ensure a successful experience for all.

- All volunteers will need to provide a current valid Working With Children Clearance (WWCC).
- All volunteers will need to read the Alphington Grammar School Code of Conduct for Behaviour with children and sign the Agreement to abide by the Code on a yearly basis.
- Sign in at the Front Office before entering the school buildings and sign out when you leave the School grounds.
- Avoid comparing children and their work.
- Do not read any child's communication book or diary.
- Do not text or approach a parent of a child after assisting in the classroom.
- Give all children equal time and attention where possible as directed.
- Encourage children to be independent. We expect children to try everything themselves before we help them.
- Be aware that you may not always be working with your own child.
- Do not lift, carry, touch or move a child in any way.
- Do not take photos of any children or the classroom environment.
- Do not post any comments about the School or photos of children on social media (Facebook, Instagram, Twitter, Snap Chat, etc.).
- Tell the classroom teacher if a child discusses a matter that concerns you.
- Arrange a swap and inform the classroom teacher if you are unavailable.
- Leave your phone in your bag on silent at all times.
- Follow the teacher's instructions and lesson plans at all times.
- Wear appropriate clothing and shoes.
- Do not share food with any of the children.
- Do not administer any medicine to any child at any time.
- Use appropriate language at all times.
- Show respect to all staff, students and parents within the School.

2. Confidentiality Agreement:

When undertaking the various roles or jobs at the School, we ask you to be aware of the following guidelines regarding confidentiality:

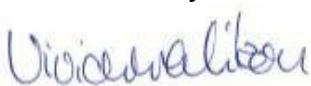
- All children's classroom work, records, results, behavior, special needs and health/medical conditions are highly confidential and must not be discussed or referred to with any other person except when speaking with the teacher or education assistants about the role or support you might be providing in the classroom. Discussing children with other parents and community members is not permitted at any time.
- You may be informed by a student or have access to information about a child's health background or family situation, which is of a sensitive nature. This is privileged information and must not be shared with any other person outside the School. If you feel the information you have received has the potential to place a child at risk you have an obligation to discuss the matter with the teacher and/or Principal.
- Events and serious incidents do occur from time to time in the School. The circumstances of these situations and the actions taken by the School are best explained to the parents and the community by the School Administration. If you are concerned by what you see or hear in the School, we appreciate you discussing this with the staff member you are working with and/or the Principal. False or misguided information can seriously affect a School's reputation, and more importantly the incorrect perception of an individual student, and it is important that the School handles incidents in a considered and careful manner. You are not permitted to discuss any events or serious incidents outside the classroom and social media is not to be used to voice your opinion. These will be considered as breaches of the volunteer guidelines.

3. Declaration:

I have carefully read and understood the volunteer guidelines and by signing this form as well as providing the WWCC to the School Office, I agree to abide by the Guidelines and Code of Conduct at all times. I understand the need for confidentiality when working with children within the School and my responsibilities within my role.

Name of Parent/Volunteer	
Signature	
Date	
Mobile	
Email	

Yours sincerely,



Dr Vivianne Nikou
PRINCIPAL

Child Safety Code of Conduct

1. Purpose

Our Child Safety Code of Conduct sets out the expected behaviour of adults with children and young people in our school.

All Alphington Grammar School staff, volunteers, contractors, service providers, school council members and any other adult involved in child-connected work must follow the Child Safety Code of Conduct.

The Child Safety Code of Conduct applies to all physical and online environments used by students. It also applies during or outside of school hours and in other locations provided by the school for student use (for example, a school camp).

2. Acceptable behaviours

As Alphington Grammar School, staff, volunteers, contractors, and any other member of our school community involved in child-connected work, we are responsible for supporting and promoting the safety of children by:

- upholding our Alphington Grammar School commitment to child safety at all times and adhering to our Child Safety and Wellbeing Policy.
- treating students and families in our school community with respect in our school environment and outside our school environment as part of normal social and community activities
- listening and responding to the views and concerns of students, particularly if they disclose that they or another child or student has been abused or are worried about their safety or the safety of another child or student
- promoting the cultural safety, participation and empowerment of Aboriginal students, students with culturally and/or linguistically diverse backgrounds, students with a disability, international students, students who are unable to live at home and lesbian, gay, bisexual, transgender and intersex (LGBTIQ+) students
- ensuring, as far as practicable, that adults are not alone with a student – one-to-one interactions between an adult and a student are to be in an open space or in line of sight of another adult.
- reporting any allegations of child abuse or other child safety concerns to the Child Safety Team (The Principal, Assistant Principals, Overseas Co-Ordinator; Child Safety Champion, School Psychologist)
- understanding and complying with all reporting and disclosure obligations (including mandatory reporting) in line with our child safety responding and reporting policy and procedures and the [PROTECT Four Critical Actions](#).
- if child abuse is suspected, ensuring as quickly as possible that the student(s) are safe and protected from harm.

3. Unacceptable behaviours

As Alphington Grammar School, staff, volunteers, contractors and member of our school community involved in child-connected work we must not:

- ignore or disregard any concerns, suspicions or disclosures of child abuse or harm
- develop a relationship with any student that could be seen as favouritism or amount to 'grooming' behaviour (for example, by offering gifts)
- display behaviours or engage with students in ways that are not justified by the educational or professional context
- ignore an adult's overly familiar or inappropriate behaviour towards a student
- discuss intimate topics or use sexualised language, except when needed to deliver the school curriculum or professional guidance
- treat a child or student unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity
- communicate directly with a student through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that

communication is reasonable in all the circumstances, related to schoolwork or extra-curricular activities or where there is a safety concern or other urgent matter

- photograph or video a child or student in a school environment except in accordance with the Photographing, Filming and Recording Students policy or where required for duty of care purposes
- consume alcohol against school policy or take illicit drugs in the school environment or at school events where students are present
- have contact with any student outside of school hours except when needed to deliver the school curriculum or professional guidance and parental permission has been sought.

4. Breaches to the Child Safety Code of Conduct

All Alphington Grammar School staff, volunteers, contractors and any other member of the school community involved in child-connected work who breach this Child Safety Code of Conduct may be subject to disciplinary procedures in accordance with their employment agreement or relevant industrial instrument, professional code or terms of engagement.

In instances where a reportable allegation has been made, the matter will be managed in accordance with the Reportable Conduct Scheme guidelines (Social Services Regulator) and may be subject to referral to Victoria Police.

All breaches and suspected breaches of the Alphington Grammar School Child Safety Code of Conduct must be reported to the principal and/or Child Safety Team (Assistant Principals, Overseas Co-Ordinator; Child Safety Champion, School Psychologist)

If the breach or suspected breach relates to the principal, contact the Chairperson of the School Board or Assistant Principals, Child Safety Champion.

5. Approval and review

Child Safe Standard 3 - Code of Conduct for Behaviour with Children

This Code of Conduct outlines appropriate standards of behaviour by adults towards children at Alphington Grammar School.

The Alphington Grammar School Code of Conduct for the Behaviour with Children applies to all staff and volunteers at Alphington Grammar School in all settings, both in and out of school, including camps, overseas trips, etc. All staff and volunteers at Alphington Grammar School are required to sign a copy of the Code of Conduct for the Behaviour with Children as of Semester 2, 2016. A copy of this signed Code will be kept in staff and volunteer files.

1. Purpose:

- 1.1. The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. All staff and volunteers at Alphington Grammar School are required to comply.

2. Outline of the Code of Conduct (refer to elaborations for some points below):

- 2.1. All staff, volunteers and members of the School Council of Alphington Grammar School are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children, as noted below.
- 2.2. All personnel of Alphington Grammar School are responsible for supporting the safety, participation, wellbeing and empowerment of children by:
 - adhering to the Alphington Grammar School Child Safe Policy at all times, including upholding the Alphington Grammar School statement of commitment to child safety at all times;
 - taking all reasonable steps to protect children from abuse;
 - treating everyone with respect, including listening to and valuing ideas and opinions;
 - modelling appropriate adult behaviour;
 - listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or worried about their safety or the safety of others;
 - complying with our guidelines on physical contact with children (*A);
 - promoting the cultural safety, participation and empowerment of Indigenous children (i.e. by never questioning an Indigenous child's self-identification);
 - promoting the cultural safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds (i.e. by having a zero tolerance of discrimination);
 - promoting the safety, participation and empowerment of children with a disability (i.e. during personal care activities);
 - ensuring as far as practicable that adults are not left alone with a child (i.e. by working with children in an open and transparent way, meaning other adults should always know about the work you are doing with children, *B);
 - respecting the privacy of children and their families, and only disclosing information to people who have a need to know (*C);
 - reporting any allegations of child abuse to the Alphington Grammar School's Child Safety Team, and ensuring any allegation is reported to the police or Child Protection;
 - reporting any child safety concerns to Alphington Grammar School's Child Safety Team;



- if an allegation of child abuse is made, ensuring as quickly as possible that the child(ren) are safe; and
- encouraging children to 'have a say' and participate in all relevant organisational activities where possible, especially on issues that are important to them.

2.3. Staff and Volunteers must not:

- develop any 'special' relationships with children that could be seen as favouritism (i.e. the offering of gifts or special treatment for specific children);
- seek to use children in any way to meet the needs of adults including doing errands of a personal nature (*D);
- exhibit behaviours with children which may be construed as unnecessarily physical (*A);
- put children at risk of abuse (i.e. by locking doors, allowing children to work out of sight with visitor, *B);
- use prejudiced, oppressive or aggressive behaviour or language with children;
- do things of a personal nature that a child can do for themselves (i.e. toileting or changing clothes);
- engage in open discussions of a mature or adult nature in the presence of children (i.e. personal social activities);
- use inappropriate language in the presence of children;
- express personal views on culture, race, ethnicity or disability (*E);
- have contact with a child or their family outside of our organisation without the knowledge and/or consent of a member of the Child Safety Team (*F);
- exchange personal contact details, such as phone number, social networking site or email addresses with children (*F);
- engage in rough or physical games with children (*A);
- have any online contact with a child or their family (*F); and
- ignore or disregard any suspected or disclosed child abuse.

3. Elaboration*A: Physical contact with children at Alphington Grammar School:

- 3.1. In a school setting there are daily occurrences where teachers may have physical contact with children. This is more likely to happen with younger children (primary school) and will seldom be necessary with older children (secondary school).
- 3.2. Any physical contact must always take place in an open area where other people are present.
- 3.3. All personnel are strongly advised to think and consider any physical contact with children and judge whether it is needed and appropriate and whether a non-physical response could suffice.
- 3.4. Appropriate physical contact with children could include:
 - helping or assisting a sick, injured or distressed child;
 - holding hands when escorting children;
 - shaking hands;
 - helping a child try on a costume;
 - helping a child with toileting, if required;
 - assisting a child with a disability with a task, if required;
 - allowing a small child (under 6 years of age) to sit on the lap of an adult for the purposes of sharing a book, etc. This needs to be carefully considered: is there another way in which the experience can be shared closely, i.e. side by side seats? This should only occur if there is another adult present;

- modelling a sport or other skill (i.e. how to hold a bat or a musical instrument);
 - accepting a hug (the hug should not be initiated by the adult); and
 - passing affirmative contact in the presence of others (i.e. high 5s, pat on the back).
- 3.5. Inappropriate physical contact with children includes:
- any contact of a sexual nature;
 - any contact of a violent or abusive nature (including yelling, 'losing it' even if no bodily contact made);
 - any contact of an overly affectionate nature, i.e. kissing and cuddling;
 - any contact made in anger or frustration, i.e. pulling a child into line, grasping a child in any manner while giving a reprimand, etc;
 - any contact initiated by the child that crosses personal boundaries, i.e. a child offering to massage an adult's shoulder, a protracted hug or cuddle, kissing, etc. in these situations, the contact should be declined and/or diverted and the child distracted and gently rebuffed. Repeated instances should be noted and discussed with a member of the Child Safety Team; and
 - any rough play. All rough play is discouraged and where children and adults engage in sporting competitions together, adults must be extra vigilant that any physical contact is measured and fair.

4. Elaboration*B: Working alone with children at Alphington Grammar School:

- 4.1. In the school setting there are frequent times when adults are alone with children. This can include situations such as, but not limited to:
- individual tuition, i.e. music, learning support;
 - the administering of first aid or counselling;
 - escorting a child from one place to another;
 - assisting a child with toileting; and
 - keeping a child in class while others are at another activity, i.e. to complete work, for non-participation in the activity.
- 4.2. In all cases where an adult is alone with a child, all reasonable steps must be taken to ensure that the activity is legitimate, open and transparent. This can be achieved by taking some or any of the following measures:
- ensure the activity is a scheduled or prearranged one, i.e. music tuition, learning support, reading. Where a child is collected for any scheduled or non-scheduled lesson, another adult (in the Primary School, usually the classroom teacher), should always be informed. In the case of secondary students removed from class for non-scheduled lessons, an email alerting the timetabled teacher should be sent;
 - any situation where an adult is alone in an enclosed room should be avoided where possible. Exceptions to this are for the administering of first aid or counselling, tuition in music rooms, or for learning support providing the room is unlocked and the lesson is a scheduled one (see above);
 - if an adult has cause to be alone with a child, or finds themselves alone with a child, they should ensure that another adult is aware of the situation and its purpose and that the door is open. If it is not possible to have the door remain open, then the adult should ensure that the door is unlocked. Another adult should actively monitor the situation. All situations should be considered before they occur if possible and, where practical, another adult should attend as a witness. This practice is also strongly encouraged for Alphington Grammar School staff members when they are required to deal with parents/parent liaison in one on one situation;

- any adult being approached by a child seeking an unscheduled meeting alone should alert another adult and follow the guidelines above. Repeated instances should be discussed with a member of the Child Safety Team;
- any adult meeting alone with a child should terminate the meeting immediately in the event the young person initiates or attempts to initiate any physical contact. In the case of a child seeking comfort, the child should be gently rebuffed and guided to an area where others are present and the child can be reassured and physically comforted in the presence of others if needed. In the event the contact is of a sexual nature, the adult must immediately rebuff the child, state that the situation is inappropriate and terminate the meeting. The adult should then report the incident to a member of the Child Safety Team; and
- any adult meeting alone with a child should terminate the meeting immediately in the event the young person initiates discussion of a sexual nature intended to create a personal intimacy between the child and the adult. The adult should then report the incident to a member of the Child Safety Team.

5. Elaboration*C: Privacy:

- 5.1. All staff and volunteers are bound by the Alphington Grammar School Privacy Policy. The School recognizes that issues surrounding the Child Safe Policy are especially private and extra care should be taken to ensure prescribed protocols on the sharing and storage of information are followed. This is outlined in the Alphington Grammar School Privacy Policy.

6. Elaboration*D: Children used to meet the needs of adults:

- 6.1. The School recognises that children, staff and volunteers work together in many ways to achieve various outcomes. In many instances, adults are required to instruct children to assist in tasks not specifically linked to teaching and learning. These tasks may include tidying up, helping set up for an event, unloading or packing away equipment, etc. the School endorses these tasks as part of normal daily school life and recognises that they help build a sense of responsibility.
- 6.2. However, tasks that have no link with the running of the School but are more personal and adult focused, such as fetching lunch or refreshment for the teacher, are not to take place. Although children may enjoy this personal responsibility, the use of children to meet the personal need of an adult, even if an innocent one, blurs the boundaries and relationship roles and leaves children vulnerable to agreeing to inappropriate requests from adults.

7. Elaboration*E: Discriminate against any child, including because of culture, race, ethnicity, disability or family circumstance:

- 7.1. At Alphington Grammar School, all children are valued and respected. Discrimination against a child, or allowing discrimination to occur, is prohibited and not to be tolerated. All adults are responsible for the monitoring of their own behaviours, the behaviours of other adults and the behaviour of other children in this respect.

8. Elaboration*F: Exchange of personal contact details with children and their families; out of hours contact:

- 8.1. No adult at Alphington Grammar School should exchange personal details with a child. This includes, but is not limited to:
 - home address, mobile or landline telephone numbers;
 - private email addresses; and
 - online gaming or social networking platforms.



- 8.2. Normal email communication with families is appropriate via school email and e-diary system and with secondary students as required.
- 8.3. No adult at Alphington Grammar School should arrange to meet a child outside of school hours without prior knowledge of a member of the Child Safety Team. For example, no babysitting, tutoring, attendance at private social gatherings. Accidental contact, such as seeing people in the street is appropriate. School sanctioned gatherings are appropriate but adults should not attend 'after parties' etc. Where an adult is also a parent or relative of the School, attendance at private gatherings is appropriate but staff in this unique position must be extra vigilant that relationship boundaries are not crossed of other non-related children are present.
- 8.4. For further information refer to Alphington Grammar School's Information and Communication Technology Policy.

Child Safe Standards – Code of Conduct for Behaviour with Children (Volunteer)

Full Name:	
Working With Children Clearance number:	

1. Purpose:

- 1.1. In accordance with the legislation implemented on 1 August 2016, arising from the Betrayal of Trust Enquiry, Alphington Grammar School requires all volunteers to:
- read the Code of Conduct for Behaviour and sign the declaration below; and
 - locate one of the designated Child Safety Officers, as listed below, if you have any questions relating to the Code of Conduct for Behaviour with Children.

2. Child Safety Officers:

- 2.1. Alphington Grammar School nominates the following staff as key Contact personnel as acting on instruction from the School Council with relation to the Child Safe Policy:
- Dr Vivianne Nikou, School Principal;
 - Mrs. Tracey Nicholson, Assistant Principal/Head of Primary;
 - Mr. Lukas Silver, Assistant Principal/Head of Curriculum;
 - Mr. Peter Karamoshos, Assistant Principal/Head of Secondary;
 - Mr. Max White, School Psychologist; and
 - Ms. Mary Kontosis, International Student Coordinator.

3. Declaration:

- 3.1. I acknowledge that I have read and understood the Alphington Grammar School Code of Conduct for Behaviour with Children.
- 3.2. I agree to abide by the guidelines as outlined in the Alphington Grammar School Code of Conduct for Behaviour with Children.

Name:	
Signature:	
Date:	

Privacy Policy

In the course of Alphington Grammar School's activities, we manage and protect personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act), the 13 Australian Privacy Principles (APPs) and, the Health Records Act (Vic).

Purpose:

This policy outlines the circumstances in which Alphington Grammar School obtains personal information, how they use and disclose that information and how they manage requests to access and/or change that information.

1. What is personal information and how do we collect it?

- 1.1. Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, we may collect personal information from the individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant, alumni, visitors or others that come into contact with the school.
- 1.2. In the course of providing services Alphington Grammar School may collect and hold:
 - 1.2.1. Personal information including name, address and other contact detail, date of birth, next of kin details, photographic images, attendance records and financial information.
 - 1.2.2. Sensitive information (particularly in relation to relation to student and parent records) including government identifiers (such as TFN), religious beliefs, nationality, country of birth, professional memberships, family court orders and criminal records.
 - 1.2.3. Health Information (particularly in relation to student and parent records) including medical records, disabilities, immunisation details and psychological reports.
- 1.3. As part of our recruitment processes for employees, contractors and volunteers, we may collect and hold:
 - 1.3.1. Personal Information including name, address and other contact details, date of birth, financial information, citizenship, employment references, regulatory accreditation, media, directorships, property ownership and driver's licence information.
 - 1.3.2. Sensitive Information including government identifiers (such as TFN), nationality, country of birth, professional memberships, family court orders and criminal records.
 - 1.3.3. Health Information (particularly in relation to prospective employee and student records) including medical records, disabilities, immunisation details and psychological reports.
- 1.4. Generally, we will seek consent from the individual in writing before we collect their sensitive information (including health information).
- 1.5. It is noted that employee records are not covered by the APPs where they relate to current or former employment relations between the school and the employee. However a current or former employee's health records are covered by the Victorian Health Records Act.

2. Collection of personal information:

- 2.1. The collection of personal information depends on the circumstances in which Alphington Grammar School is collecting it. If it is reasonable and practical to do so, we collect personal information directly from the individual.



2.2. Solicited Information

- 2.2.1. Alphington Grammar School has, where possible, attempted to standardise the collection of personal information by using specifically designed forms (e.g. an Enrolment Form or Health Information Disclosure Form). However, given the nature of our operations we also receive personal information by email, letters, notes, via our website, over the telephone, in face-to-face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.
- 2.2.2. We may also collect personal information from other people (e.g. a third-party administrator, referees for prospective employees) or independent sources. However, we will only do so where it is not reasonable and practical to collect the personal information from the individual directly.
- 2.2.3. We may collect information based on how individuals use our website. We use "cookies" and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisements which bring visitors to our website. This information is collected to analyse and improve our website, marketing campaigns and to record statistics on web traffic. We do not use this information to personally identify individuals.

2.3. Unsolicited Information

- 2.3.1. Alphington Grammar School may be provided with personal information without having sought it through our normal means of collection. This is known as "unsolicited information" and is often collected by:
- misdirected postal mail;
 - misdirected electronic mail;
 - employment applications sent to us that are not in response to an advertised vacancy; and
 - additional information provided to us which was not requested.
- 2.3.2. Unsolicited information obtained by Alphington Grammar School will only be held, used and or disclosed if it is considered as personal information that could have been collected by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the personal information as appropriate.

3. Collection and use of sensitive information

- 3.1. We only collect sensitive information if it is:
- reasonably necessary in the course of conducting Alphington Grammar School activities, and we have the individual's consent;
 - necessary to lessen or prevent a serious threat to life, health or safety;
 - another permitted general situation; and
 - another permitted health situation.
- 3.2. We may share sensitive information to other entities in our organisation structure, but only if necessary for us to provide our products or services.

4. How do we use personal information?

- 4.1. Alphington Grammar School only uses personal information that is reasonably necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by you, or for an activity or purpose to which you have consented.
- 4.2. Our primary uses of personal information include, but are not limited to:
- providing education, pastoral care, extra-curricular and health services;



- satisfying our legal obligations including our duty of care and child safe obligations;
 - keeping parents informed as to school community matters through correspondence, newsletters and magazine;
 - marketing, promotional and fundraising activities;
 - supporting community based causes and activities, charities and other causes in connection with the School's functions or activities;
 - helping us to improve our day-to-day operations including training our employees;
 - systems development; developing new programs and services; undertaking planning, research and statistical analysis;
 - school administration including for insurance purposes;
 - the employment of employees; and
 - the engagement of volunteers.
- 4.3. We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and if the secondary purpose is directly related to the primary purpose, or if, required to by law. For example in the case of a medical emergency or a health crisis.
- 4.4. We may share personal information to related bodies, but only if necessary for us to provide our services.
- 4.5. Alphington Grammar School may disclose information about an individual to overseas recipients only when it is necessary, for example to facilitate a student exchange program. The school will not, however send information about an individual outside of Australia without their knowledge and consent.
- 4.6. Philanthropic support and marketing activities are important to the future development and growth of the School. You may be contacted from time to time to seek such philanthropic support for the School, or receive marketing communication by mail or email. The opportunity to opt out of receipt of such materials will be made available with each communication.

5. Storage and Security of Personal Information

- 5.1. Alphington Grammar School stores Personal Information in a variety of formats including, but not limited to:
- databases;
 - hard copy files;
 - personal devices, including laptop computers;
 - third party storage providers such as cloud storage facilities; and
 - paper based files.
- 5.2. Alphington Grammar School takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.
- 5.3. These steps include, but are not limited to:
- restricting access and user privilege of information by employees depending on their role and responsibilities;
 - ensuring employees do not share personal passwords;
 - ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Employee access is subject to user privilege;
 - ensuring access to Alphington Grammar School's premises are secured at all times;
 - implementing physical security measures around the school buildings and grounds to prevent break-ins;



- ensuring our IT and cyber security systems, policies and procedures are implemented and up to date;
 - ensuring employees comply with internal policies and procedures when handling the information;
 - undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the APPs or a similar privacy regime; and
 - the destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.
- 5.4. Our public website may contain links to other third-party websites outside of Alphington Grammar School. Alphington Grammar School is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

6. Responding to data breaches

- 6.1. Alphington Grammar School will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).
- 6.2. If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to publicise the contents of this statement.

7. Disclosure of personal information

- 7.1. Personal information is used for the purposes for which it was given to Alphington Grammar School, or for purposes which are directly related to one or more of our functions or activities.
- 7.2. Personal information may be disclosed to government agencies, other parents, other schools, recipients of school publications, visiting teachers, counsellors and coaches, our service providers, agents, contractors, business partners, related entities and other recipients from time to time, if the individual:
- has given consent; or
 - would reasonably expect the personal information to be disclosed in that manner.
- 7.3. Alphington Grammar School may disclose personal information without consent or in a manner which an individual would reasonably expect if:
- we are required to do so by law;
 - the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety;
 - another permitted general or health situation applies; and
 - disclosure is reasonably necessary for a law enforcement related activity.

8. Disclosure of personal information to overseas or interstate recipients

- 8.1. Personal information about an individual may be disclosed to an overseas organisation in the course of providing our services, for example when storing information with a “cloud service provider” which stores data outside of Australia or, overseas organisations providing services for the Gateways program.
- 8.2. We will however take all reasonable steps not to disclose an individual’s personal information to overseas recipients unless:
- we have the individual’s consent (which may be implied);



- we have satisfied ourselves that the overseas recipient is compliant with the APPs and Health Records Act (Vic), or any other relevant privacy regime;
- we form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or
- we are taking appropriate action in relation to suspected unlawful activity or serious misconduct.

9. Personal information of students

- 9.1. The Privacy Act does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.
- 9.2. At Alphington Grammar School we take a common sense approach to dealing with a student's personal information and generally will refer any requests for personal information to a student's parents/guardians. We will treat notices provided to parents/guardians as notices provided to students and we will treat consents provided by parents/guardians as consents provided by a student.
- 9.3. We are however, cognisant of the fact that children do have rights under the Privacy Act, and that in certain circumstances (especially when dealing with older students and especially when dealing with sensitive information), it will be appropriate to seek and obtain consents directly from students. We also acknowledge that there may be occasions where a student may give or withhold consent with respect to the use of their personal information independently from their parents/guardians.
- 9.4. Additionally there may also be occasions where parents/guardians are denied access to information with respect to their children, because to provide such information would have an unreasonable impact on the privacy of others, or result in a breach of the school's duty of care to the student.

10. The quality of personal information

- 10.1. We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up-to-date, including at the time of using or disclosing the information.
- 10.2. If Alphington Grammar School becomes aware that the Personal Information is incorrect or out of date, we will take reasonable steps to rectify the incorrect or out of date information.

11. Access and correction of personal information

- 11.1. Parents/guardians have access to update the majority of their personal information online via the school's learning system.
- 11.2. An individual may submit a request to us to access their personal information we hold, or request that we change their personal information. Upon receiving such a request, we will take steps to verify the individual's identity before granting access or correcting the information.
- 11.3. Disengaged families will require both parties to provide consent to update/change their child's personal details.

12. Complaints

- 12.1. An individual can make a complaint about how Alphington Grammar School manages personal information, including a breach of the APPs or the Health Records Act (Vic), by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we may seek further information in order to provide a full and complete response.
- 12.2. Alphington Grammar School does not charge a fee for the handling of complaints.



- 12.3. If an individual is still not satisfied after all avenues of resolution have been exhausted, the complaint may be referred to the Office of the Australian Information Commissioner (OAIC). A complaint can be made using the OAIC online Privacy Complaint form or by email, or email.

13. How to contact us

- 13.1. Alphington Grammar School can be contacted about this Privacy Policy or about personal information generally, by:
- emailing info@ags.vic.edu.au
 - calling (03) 9497 4777
 - writing to our Privacy Officer at PO Box 5007, Alphington VIC 3078.



Occupational Health and Safety Policy

Alphington Grammar School is committed to providing a healthy and safe environment for all employees, students, contractors, volunteers and visitors in accordance with Occupational Health and Safety (OHS) Acts and Regulations.

1. Principles:

- 1.1. Alphington Grammar School employees as well as contractors and visitors have a shared responsibility for contributing to the health and safety of all persons. The promotion and maintenance of health and safety issues and the dissemination of OHS related information is primarily the responsibility of Alphington Grammar School's Management Team. Management at all levels, in consultation with employees, have the responsibility for developing, implementing and continually reviewing Alphington Grammar School's OHS Policy.

2. Objectives:

- 2.1. This policy provides the framework for:
 - the development of safe methods of work;
 - the achievement of a safe working environment;
 - the promotion of good health within Alphington Grammar School;
 - reducing the number and severity of injuries in the workplace; and
 - complying with all relevant Acts, Regulations, Standards and, Codes of Practice.

3. Strategies:

- 3.1. Alphington Grammar School has established a documented OHS program and a risk management system with procedures identifying, assessing and controlling workplace hazards. This risk management system has been developed in accordance with the International Risk Management Standard AS/NZ ISO 31000.
- 3.2. An OHS and Return-to-Work coordinator has been appointed to provide an effective consultative mechanism. Employees are able to provide input into the OHS program. Management will consult with contractors and visitors when planning work to determine the most effective means of ensuring both parties fulfil their OHS responsibilities.

4. Responsibilities:

- 4.1. The School Council are required to exercise due diligence to ensure that the school complies with its OHS duties and obligations, and has ongoing processes to regularly monitor and review performance and implement changes as appropriate.
- 4.2. The Business Manager along with the Principal are accountable for taking all practical measures to ensure that the workplace is safe and without risks to health, and that the behaviour of all persons in the workplace is safe and without risks to health.
- 4.3. All employees are required to cooperate with the OHS Program to protect their own health and safety and the health and safety of others in the workplace. All employees will carry out their work according to the safe systems of work and use all plant, materials, tools and substances in the manner for which they are intended.
- 4.4. All volunteers, visitors, contractors and subcontractors engaged to perform work on Alphington Grammar School's premises are required to comply with OHS Program and to observe directions on health and safety from Alphington Grammar School's employees. Failure to comply or observe direction will be considered a breach of the contract and sufficient grounds for termination of the contract.



5. Occupational Health and Safety Program:

5.1. Alphington Grammar School is committed to the effective implementation of its OHS Program and will ensure that it is appropriately reviewed and updated. The program 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; and
- provision of information to employees, contractors, sub-contractors and visitors.

6. Evaluation:

6.1. Alphington Grammar School is committed to the establishment of measurable objectives and targets for OHS to ensure continuous improvement aimed at the minimisation of work related illness and injury.

6.2. The effectiveness of Alphington Grammar School's OHS and Risk Management Program will be measured by the:

- effective identification of hazards;
- effective development and implementation of safety plans; and
- decrease in lost time due to illness or injury and, a resulting reduction in premiums.

7. Resources:

7.1. OHS and Return-to-Work coordinator.

7.2. OHS Committee.

7.3. First Aid Facilities.

7.4. Allocation of time for effective safety training of Alphington Grammar School's employees.

7.5. Regular monitoring and review of the OHS program.