



Silver Tree
STEINER SCHOOL

Contractor and Volunteers Guidelines

2022

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

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Introduction

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

Information to provide to the Contractor and Volunteers

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

- tasks and boundaries of their role; health and safety procedures;
- emergency procedures, and location of emergency exits;
- existing and potential risks and methods of risk control;
- hazard and injury reporting arrangements; who their main contact will be in relation to OHS matters.

What should Contractor and Volunteers expect from the School

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

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

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

Useful References

Department of Mines, Industry Regulation and Safety:

www.dmirs.wa.gov.au/resourcessafety

POLICY

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

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

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

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

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

Contractor and Volunteer Rights and Responsibilities

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

- to work in a healthy and safe environment
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be adequately covered by insurance (contractors are to supply their own Worker's Compensation and other relevant insurances).
- to be given accurate and truthful information about the School and the work
- to be reimbursed for out of pocket expenses that have been pre-approved in writing by the Head of School
- to be given a copy of the Schools' policy and procedures that affects your work
- not to do the work of paid staff during industrial disputes
- to have access to a grievance procedure
- to be provided with orientation to the School
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988; and
- to be provided with sufficient training to do your job

Principles of Volunteering:

- Volunteering benefits the community and the volunteers
- Volunteer work is unpaid
- Volunteering is always a matter of choice
- Volunteering is not compulsorily undertaken to receive pensions or government allowances
- Volunteering is a legitimate way in which citizens can participate in the activities of their community
- Volunteering is a vehicle for individuals or groups to address human, environmental and social needs
- Volunteering is an activity performed in the not for profit sector
- Volunteering is not a substitute for paid work
- Volunteers do not replace paid workers nor constitute a threat to the job security of paid workers
- Volunteers respects the rights, dignity and culture of others; and
- Volunteering promotes human rights and equality

Source acknowledgment: CONTRACTOR AND VOLUNTEERING AUSTRALIA

POLICE CLEARANCE AND WORKING WITH CHILDREN CHECK

Volunteers (Parent/Guardians with Children at the School)

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

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

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

Further details on the Act's requirements, including who is defined as a parent, exceptions to the exemptions, information on child safe practices, the responsibilities and obligations for self-employed persons, education providers, employers, students, employees and contractor and volunteer coordinators, please visit

<https://workingwithchildren.wa.gov.au/resources/publications/fact-sheets-booklets> for:

Factsheet 5: Information for Employers and Volunteer Organisations

Factsheet 9: Information for Employees and Volunteers

Factsheet 13: Information for Self Employed People

Contractor and Volunteers

Contractor and Volunteers (other than parents) involved in *child-related work* with students are required to undergo a Working with Children Check.

It is the responsibility of the contractor or volunteer to advise the School should a matter arise that would affect their application for a Working with Children Check. This includes advising the School if an Assessment Notice is received regarding the application.

If contractors and volunteers do not meet this requirement, the Head of School may refuse them access to the school, until such time as they obtain the required check.

Contractors on School Premises

Contractors working for the Silver Tree Steiner School on more than one occasion must provide a copy of their current Police Clearance Certificate and must provide details of their public liability insurance. Where a contractor has not supplied the School with a National Police Clearance, a Confidential Declaration must be completed and signed by the contractor before commencing work at the School (See appendix B).

The School will hold a list of pre-screened contractors, which is updated annually. There is no obligation to use the contractors on this list.

COVID 19

Contractors and volunteers working at schools are required to be fully vaccinated against COVID 19 unless working or volunteering 1 day per week or less. Upon arrival to Silver Tree Steiner School you will be asked to produce your COVID 19 vaccination certificate.

Workshops, Building Projects and Busy Bees on School Premises

Parents and extended family members quite often participate in their child's education and demonstrate a commitment to the Silver Tree Steiner School values and philosophy by assisting with Workshops, Building Projects and Busy Bees (either running or attending). During these activities, children are often encouraged to attend and assist alongside their family members.

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

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

1. Complete a Risk Assessment before any Workshop, Building Project or Busy Bee is commenced.
2. Have undergone an Induction by the Silver Tree Steiner School to understand their OH&S obligations.
3. Have people attending sign in / register.
4. Identify if there are any medical issues of attendees that need to be considered.
5. Have the necessary resources and equipment available.
6. Ensure a trained First Aid Officer is available on the day.
7. Provide adequate supervision for the persons attending.

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

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

A handout for Contractors and Volunteers has been developed to assist the project coordinators fulfil this obligation (Refer to Appendix A).

CODE OF CONDUCT

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

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

Abusive Behaviour

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

Drugs and Alcohol in the Workplace

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

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

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

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

Safety in the Workplace

Workplace health and safety is important in encouraging sound health practices and ensuring the workplace environment is safe.

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

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

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

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

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

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

Emergency Procedures

Emergency procedures for Silver Tree Steiner School are clearly outlined in the Critical Incident and Emergency Management Procedures held in the office and available on the School website: www.silvertree.wa.edu.au

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

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

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

Children in the Workplace

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

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

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

Induction of New Contractors and Volunteers

It is important that an induction is provided to all new contractors and volunteers who will be repeatedly performing duties for the school. An *Induction Check List* is available to assist the

Supervisor/Coordinator to ensure that all aspects of the Silver Tree Steiner School's operations, policies, programs, procedures and staff member responsibilities are understood.

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

Harassment

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

Grievance Policy

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

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

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

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

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

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

The Silver Tree Steiner School Concerns and Grievances Policy is available on the school website: www.silvertree.wa.edu.au

Confidentiality in the workplace

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

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

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

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

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

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

Insurance and Liability

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

Silver Tree Steiner School does not provide any insurance for contractors. Contractors must provide proof of their own public liability insurance, workers' compensation insurance and any other relevant insurances.

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

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

Volunteers will not be covered in the following circumstances:

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

Appendix A – Contractor Volunteer Handout



CONTRACTORS & VOLUNTEERS HANDOUT

Your contact persons/coordinators whilst working at the school are:

Frank Van Assema
0405 860 400

Hayley Spracklen
0449 181 804

GENERAL SAFETY INFORMATION

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

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

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

SAFETY ISSUES

- Suitable clothing for the tasks being performed must be worn, ie. Closed in footwear for gardening projects. The Coordinator will allocate you alternative duties if needed.
- DO NOT USE any equipment if you have not been trained or have the required competencies to handle.

EMERGENCY PROCEDURES

- In the event of an emergency, leave what you are doing and follow staff to the nearest assembly point. Wait with staff in the designated waiting area for further instructions. Do not go back for personal belongings.
- The Fire Warden will alert the school of an emergency using a bell and loudspeaker. Please follow the directions given by the Fire Warden (white hat).
- In the case of a Fire, please follow staff to the safest evacuation point as directed by the Fire Warden (see Evacuation Assembly Points).
- In the case of a Bushfire, please go to the nearest safe building as indicated on the Evacuation Diagram.

TOILETS

- Toilets are located near the Admin building (see building Map). Please only use the staff/parent toilet.

HEALTH ISSUES

- Please let the Coordinator know if you have any medical conditions, any information provided will be kept confidential.
- Before the use any chemicals' please read the instructions thoroughly and refer to the material safety data sheets. If you have any concerns, refer them to the Coordinator.
- Be *SunSmart* – Sun block is available on request and wear a hat wherever possible.
- This is a Non-Smoking Workplace / School.
- First Aid supplies are located in the Admin building and are available upon request (see building Map). Please see reception should you require any First Aid assistance.
- Drinking water and other amenities are available on the school property.

APPROPRIATE CONDUCT

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

SUPERVISION OF CHILDREN

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

SILVER TREE STEINER SCHOOL

[Building Map](#)



-  First Aid supplies are located in the Admin building
-  Toilet

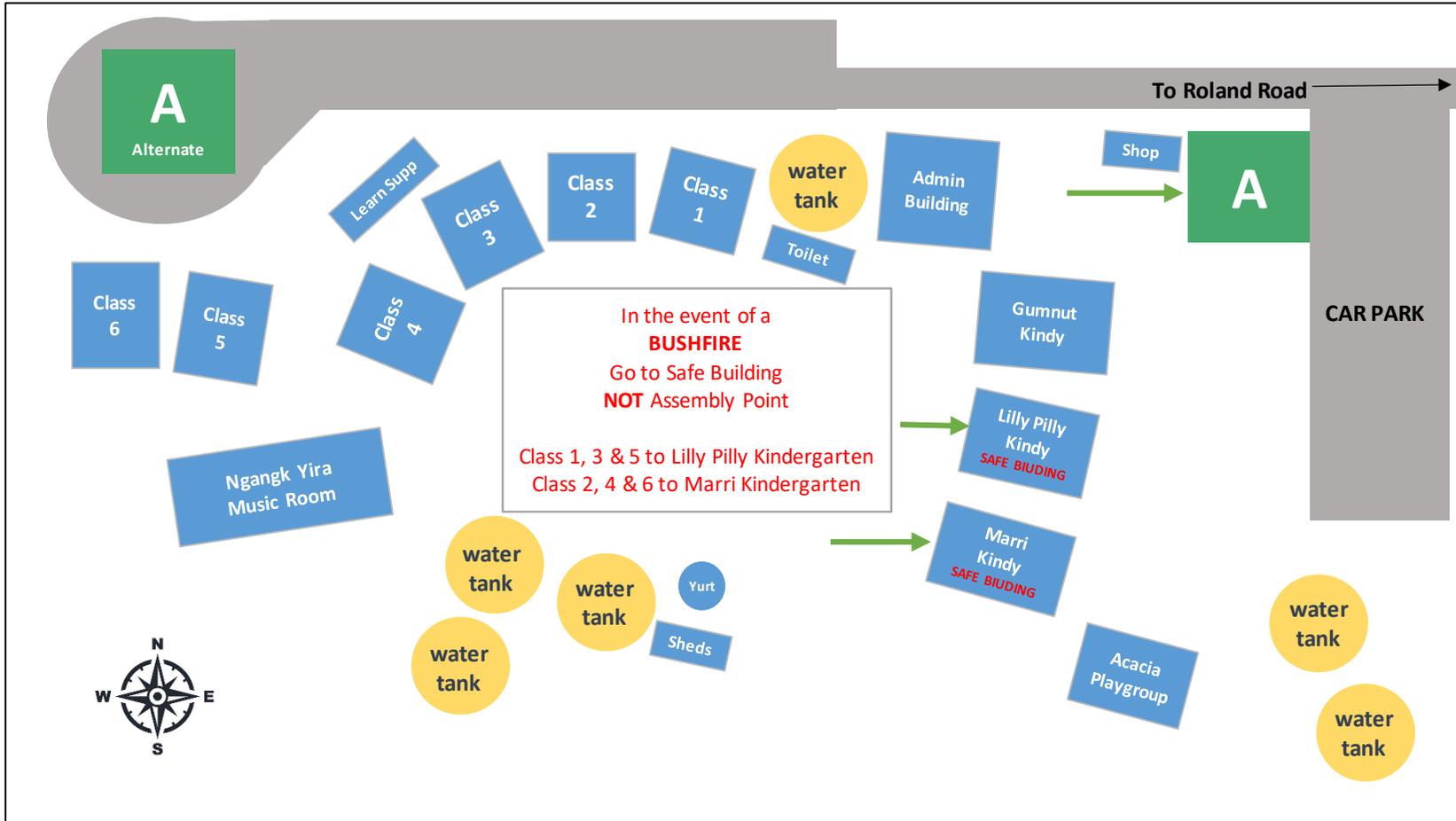
SILVER TREE STEINER SCHOOL
Grounds Map



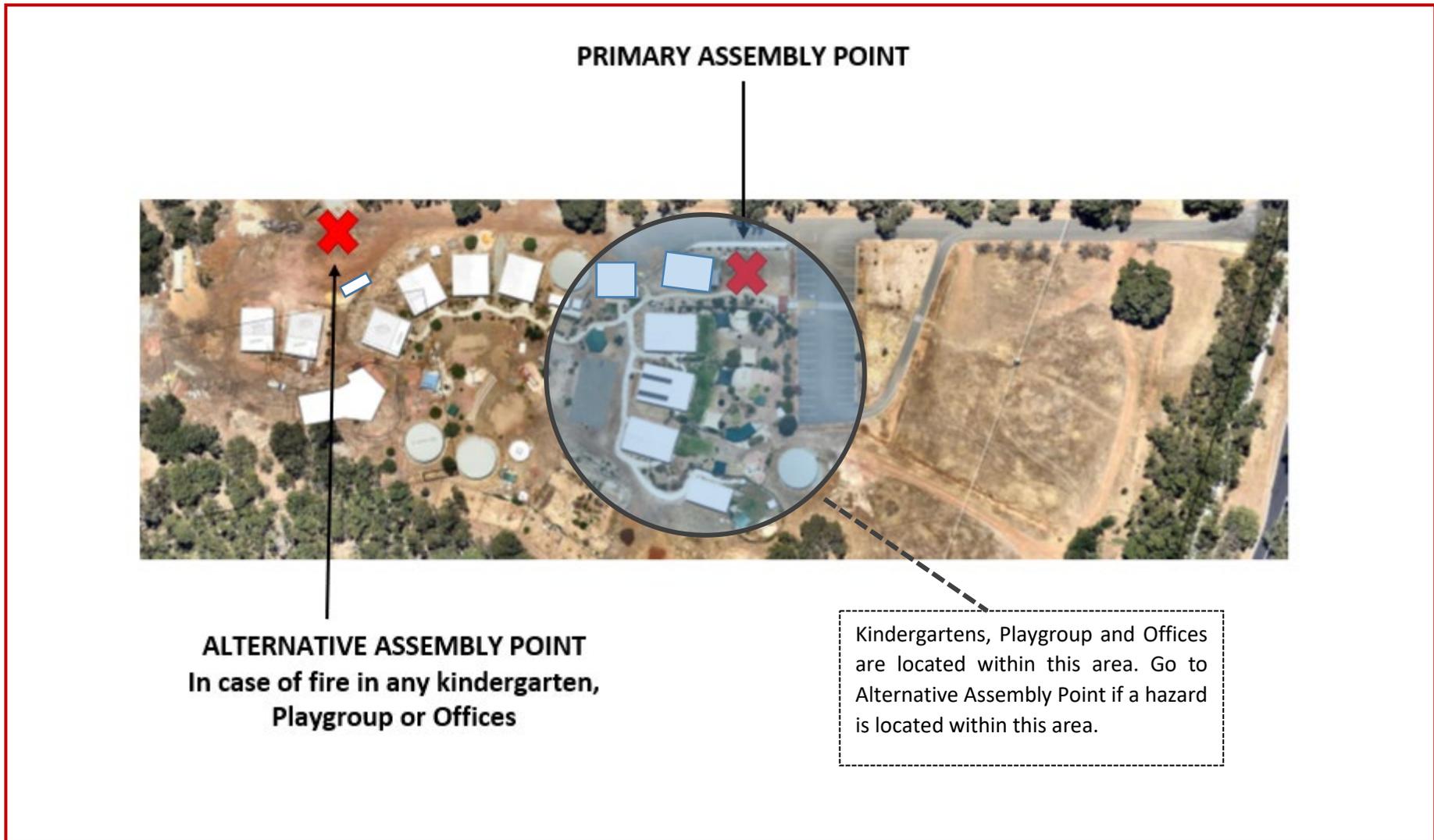
← Entrance via Roland Road



SILVER TREE STEINER SCHOOL
Evacuation Diagram



STEINER SCHOOL
Evacuation Assembly Points





SILVER TREE STEINER SCHOOL CONFIDENTIAL DECLARATION

This form is for persons requiring access to Silver Tree Steiner School who are not employees of the school.

Please place a tick in one of the boxes below.

I declare that I do not have any convictions, circumstances or reasons that might preclude my working with or near children.

I declare that I do have convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if is considered necessary to verify the information provided.

Name: _____ Date: _____

(BLOCK PRINT PLEASE)

Signature: _____

Company: _____ Telephone: _____

Address: _____

Appendix C – Contractor Checklist



**SILVER TREE STEINER SCHOOL
CONTRACTOR CHECKLIST**

Name of Contractor: _____

Name of Company: _____

Please tick to indicate the following has been completed/received:

- Current National Police Clearance or Signed Confidential Declaration
- Verified Working with Children Check, if required (*see note)
- Copy of relevant licenses
- Signed Code of Conduct
- Public Liability Insurance certificate of currency
- Worker’s Compensation, Income Protection Insurance certificates or signed waiver
- ABN checked online
- Contractor has been given a copy of the Volunteer Handout
- Contractor has been instructed to read the Contractor & Volunteer guidelines
- Contractor OHS Induction has been completed
- COVID 19 certificate has been sighted if attending more than once per week

Name of person completing this form: _____

Position: _____

Date: _____

**A working with children check is required for contractors engaging in child related work where the usual duties of the work involve, or are likely to involve, contact with a child (contact includes oral, physical and electronic). See Factsheet 2: Child-Related Work and Exemptions for more information, available: <https://workingwithchildren.wa.gov.au>*

Appendix D – OS & H Induction Checklist

**SILVER TREE STEINER SCHOOL
OCCUPATIONAL SAFETY AND HEALTH INDUCTION CHECKLIST**

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

Induction Topics to be discussed/demonstrated.		Please Tick		Comments
		Yes	No	
1.	Overview of school and school layout.			
2.	Outline of site rules: <ul style="list-style-type: none"> • main lesson quiet times • adults using staff toilets • no bad language • non-smoking school • teacher to discipline children. 			
3.	Fire & Emergency Evacuation Procedures <ul style="list-style-type: none"> • Methods of communication • Safe buildings, exits & assembly locations 			
4.	Hazard, Incident & Injury Reporting			
5.	Chemicals Register, MSDS & Safe Handling procedures			
6.	First Aid facilities			
7.	Manual handling practices/ladders etc.			
8.	Use of PPE & protective clothing			
9.	Security & Access Arrangements			
10.	Identity and role of the safety and health representative			
11.	Policies & procedures related to the role			
12.	Other			

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

Name and Signature of inductee

Date

Name and Signature of person conducting induction

Date