

# Volunteers Induction

Welcome to Mount Barker Primary School

Please read through the presentation and reply to [dl.0285.info@schools.sa.edu.au](mailto:dl.0285.info@schools.sa.edu.au) to acknowledge you have understood the induction and ask any questions you may still have.



# Mount Barker Primary School

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# Before commencement

Thank you for your interest in becoming a volunteer at  
Mount Barker Primary School.

To volunteer at Mount Barker Primary School we require:

1. Confirmation you have viewed this PowerPoint induction
2. A copy of your drivers license
3. Working With Children Check
4. RRHAN-EC certificate
5. Completed both online and an onsite Inductions
6. Completed Volunteer agreement
7. Completed Volunteer application form



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# Before commencement

Here are the links to documentation found online:

- **Working with Children Check** <https://screening.sa.gov.au/home>
- **RRHAN-EC** via <https://www.education.sa.gov.au/working-us/rrhan-ec/rrhan-ec-mandatory-notification-training-list-courses>
- **General induction** via <https://www.education.sa.gov.au/working-us/volunteers/what-volunteers-need-know/when-you-start-volunteer-inductions#online-induc>



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# Before commencement

Please find attached to your email:

- Completed [Volunteer agreement](#)
- Completed [Volunteer application form](#)



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# Our Site

On arrival at MBPS, you must enter the main building and head to Reception. An administrator will assist you to sign in, sight your ID and required paperwork as a volunteer.



Staff toilets and kitchen are located near the office on the upstairs level of the main building.



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# School Times

8:50 am School starts

10:50am Recess

11:10am Recess Eating Time

12:50pm Lunch play

1:30pm Lunch Eating Time

3:10pm School finishes



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# Working with Children

It is important to us that we promote protective practices for our students. Any volunteer is expected to be in line of sight of a Department employee.

Please do not take a student to an area without supervision.

If you are working with a student outdoors, please ensure you are in line of sight of a teacher.

Keep all doors open when working with children.

This provides a safe environment for both our students and yourselves as volunteers.

As a mandated reporter, please complete an E-CARL report if required. This can be shared with school leadership shall you require support.



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# Site information – Emergency/Incident response

Our school has a speaker system that will alert those on site if there is an emergency or an emergency drill. Please follow the instructions provided over the speaker system, ensuring the student you are working with comes with you.



## Evacuation

If there is an evacuation please take your student to the oval and stand with their usual class. If an offsite evacuation is required it will be to Wallis Cinema.

## Lockdown

If there is a lockdown, a teacher will lock the doors into the Early Years building. It is important to move into Room 17 (through the internal door) to remain with that class. The teacher will advise administration of your location.



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# Site information – Emergency/Incident response



## Total Fire Ban Day

A sign will be displayed at the office. Do not take students offsite during Total Fire Ban days.

## Fire in the District

The Principal/Deputy will advise if it is safe to go outdoors. Please ensure your student has a water bottle with them.

## Bushfire Refuge

The Hall is the Bushfire refuge on our site. If instructed to, please take your student with Room 17 class to the Hall taking a drink bottle and personal belongings if time.



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# Site information – WHS



Please report any repairs, maintenance or hazards to the Front office who will document and arrange further support.



If you require First Aid or injure yourself onsite, please report to the First Aid room if required.

If a student in your care requires First Aid, please support them to go to the Office First Aid room. If this is not possible, please call the office on 10423 for assistance.



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