



ST MARY'S  
COLLEGE

# Regular Volunteer Information Guide

*This booklet provides volunteers with an introduction to **St Mary's College** and gives brief answers to commonly asked questions.*

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# *Welcome and Thank You*

## **WELCOME TO ST MARY'S COLLEGE!**

Volunteers are an important part of our community.

We would like to thank you for your generosity in offering your time to volunteer at St Mary's College.

You may have a few questions about volunteering at the College. I hope the information contained within this booklet will assist in addressing some of the common questions concerning the role of a volunteer. Please refer to the supervising class teacher, event organiser, or Traci-Jean Berresford (College Receptionist), for further information or assistance.

I encourage you to share feedback of your experience at the College. If there is any further information you believe would be a helpful inclusion to this booklet please advise Human Resources on [hr@smc.tas.edu.au](mailto:hr@smc.tas.edu.au).

We hope your association with the College will be enjoyable and rewarding and we are greatly appreciative of your contribution. Thank you!

*With warm regards*

**Damian Messer**

Principal



## OUR HISTORY

After a short stay at Richmond, Mother Murphy and her Sisters were in residence at St Mary's by 1868. Amid great excitement in the town, the little school of Mount St Mary's received its first pupils on 3 February 1868.

From this small, hopeful beginning grew St Mary's College as we know it today. A respected and flourishing educational institution, it has nurtured the spiritual, cultural, academic and sporting lives of many thousands of students over three centuries.

The sandstone convent of St Mary's College was designed by the colonial architect Henry Hunter to sit astride a grassy rise commanding a charming view of Hobart Town. Today this iconic building with its sandstone façade and dormer windows, looks across the modern landscape of city and port.

The original building was the first Presentation convent in Australia. In 1866, Bishop Daniel Murphy laid the foundation stone of the convent while he awaited the arrival of the intrepid band of Sisters.

For further information about the history of the College, Presentation Sisters and Nano Nagle visit:  
[www.smc.tas.edu.au/about/history/](http://www.smc.tas.edu.au/about/history/)

## VISION STATEMENT

**Deus Scientiarum Dominus est**  
**(God is the Fountain of all Knowledge)**

In a world of constant change, we the community strive to live the teachings of Jesus Christ within the Tradition of the Catholic Church, developing just and compassionate people who are resilient, responsible and informed, and ready to commit to society.

**To view our Mission, Vision, Values and Beliefs visit:**  
[www.smc.tas.edu.au/about/mission-and-values/](http://www.smc.tas.edu.au/about/mission-and-values/)

## MISSION STATEMENT

Operating within the Presentation charism, our vision is that St Mary's College offers a dynamic environment in which young people are able to fulfil their spiritual, academic and personal potential.

## REQUIREMENTS for REGULAR VOLUNTEERS

Prior to commencing you will be contacted by the College Receptionist or Human Resources to complete the engagement process for volunteers. Please see below for a summary of what is required prior to commencing volunteer services at the College.

### **Working with Vulnerable People Registration (WWVP)**

Your Working with Vulnerable People registration card is to be provided to the College Receptionist prior to your first occasion. It is imperative that WWVP registration remain current whilst volunteering at the College.

### **College Online Induction (including Catholic Education Child Safety Briefing)**

This booklet will form a small part of your volunteer induction. A further online induction, for both St Mary's College and Catholic Education Tasmania, is required to be undertaken prior to volunteer duties commencing.

The College online induction addresses topics including, but not limited to; Workplace Health and Safety, Catholic Education Tasmania Code of Conduct, emergency evacuation and lockdown procedures, first aid and injury, hazards and incident reporting, child safety and mandatory reporting and privacy and confidentiality.

As a regular volunteer, you will also need to read the Catholic Education Tasmania Child Safety Briefing in full and acknowledge. This has been included in the St Mary's College online induction.

The induction will take approximately thirty minutes to complete. While we understand this is an imposition on your time, we are a child-safe community and we share in the responsibility to keep our children and young people safe.

### **Onsite Sign in and Covid Check-in Procedures**

All visitors to the College are required to sign in at College Reception. Please observe sign in procedures under the General and Operational Information page.

Please ensure you have also checked in to the Covid TAS Check In app.

## CATHOLIC EDUCATION CHILD SAFETY BRIEFING

The Child Safety Briefing provides clear expectations for volunteers to adhere to when undertaking any child related activities on behalf of the College.

Acknowledgement of this document is mandatory for regular and general volunteers.

The Briefing can be viewed on the Volunteers page on the SMC website - [Child Safety Briefing](#)

## GENERAL GUIDELINES

To ensure a productive and safe environment is provided to all volunteers, please note the below guidelines:

- Uphold the Catholic Education Tasmania Code of Conduct and observe all standards of behaviour with staff, students and parents/caregivers.
- Refer to the supervising class teacher for direction, initial enquiries and assistance.
- As soon as practicable, please report any issues to the supervising class teacher, relevant area Director or the Principal.
- Observe confidentiality and privacy in relation to any information gained whilst volunteering at the College.
- Observe dress standards and dress appropriately.
- Observe Workplace Health and Safety standards and report any hazards to the class teacher.
- Exercise your duty of care for students.
- Be responsible with regards to personal safety.
- Maintain current Working with Vulnerable People registration.
- Contribute to the safety of the children and young people in our community.

## CODE OF CONDUCT

The Catholic Education Tasmania Code of Conduct applies to all volunteers who are engaged to interact with staff and students and to represent the College during school-based activities and functions both during and outside of school hours.

Support that is in line with the Vision and Mission of College and of Catholic Education Tasmania is expected from all volunteers.

Please take the time to read this document in full prior to commencing.

To view online please click on the link below: [CET Code of Conduct Policy](#)

## VOLUNTEERS IN CATHOLIC EDUCATION

The intent of this document is to provide clear guidelines for volunteers, both of a direct and indirect nature. Please take the time to read this document in full prior to commencing.

To view online please click on the link below: [CET Volunteer's in Catholic Education Policy](#)

## GENERAL AND OPERATIONAL INFORMATION

Information and procedures for when you are onsite at the College.

### Reception Procedures

To ensure we are aware of your status on/offsite in the event of an emergency evacuation or lockdown please observe the below:

Entering College Grounds - Please sign in at College Reception and select the Class Teacher or staff contact in Sine-Pro prior to commencing your session. You will be issued with a lanyard

Exiting College Grounds - Prior to leaving the premises for the day please return to Reception to sign out.

TAS Covid Check-In - When signing in please ensure you have use the QR code to check in to the Covid TAS Check In App. This is a mandatory requirement as directed by the Tasmanian Government and aims to ensure we keep the College and Community safe.

### Emergency Evacuation (Assembly Point)

If required to leave the building for an emergency, please stay with the students and exit the building in a calm and timely manner. Once outside please make your way to the College lawn (lawn near the flag poles), and present yourself to the Fire Warden so you can be accounted for (from sign in records).

Please wait for notification from the Campus Director or Fire Warden before to returning to the building.

### Lockdown Information

In the event of a lockdown, please refer to supervising class teacher or St Mary's staff member for instructions. Do not exit the premises until notification has been communicated by College Leadership.

### First Aid Officers

First Aid Officers can be located in the Junior School Office, Student Services or by contacting **599** on the internal phone system during school hours.

Accidents and incidents must be reported through the College's Risk Management system - Complispace. Please contact Junior School Administration or Student Services staff for further information.

### Absence From or Late Arrival to Scheduled Volunteer Sessions

If you are unable to attend or will be late to a scheduled volunteer session please notify College Reception as early as possible so the class teacher can be advised.

### Car Parking

Unfortunately, we are unable to provide parking due to short supply of spaces within College grounds. There are a number of private car parks and street parks located within short walking distance from the College.



## COLLEGE LEADERSHIP AND IMPORTANT CONTACTS

### Important contacts for volunteers:

<b>Sports Coordinators</b>	<b>Senior School</b>	Mia Blignaut <a href="mailto:mblignaut@smc.tas.edu.au">mblignaut@smc.tas.edu.au</a>
	<b>Junior School</b>	Fiona Rhodes <a href="mailto:frhodes@smc.tas.edu.au">frhodes@smc.tas.edu.au</a>
	<b>Rowing Coordinator</b>	Oliver Wilson-Haffenden <a href="mailto:owilsonhaffenden@smc.tas.edu.au">owilsonhaffenden@smc.tas.edu.au</a>
<b>College Reception</b> (03) 6108 2560	<b>Receptionist</b>	Traci-Jean Berresford <a href="mailto:tberresford@smc.tas.edu.au">tberresford@smc.tas.edu.au</a>

### Positions of leadership within the College:

COLLEGE LEADERSHIP TEAM	
<b>PRINCIPAL</b>	<b>Damian Messer</b>
<b>Deputy Principal</b>	Caroline Wilson-Haffenden
<b>Director of Junior School</b>	Brigid Knight
<b>Director of Senior School</b>	Andrew Clarke
<b>Director of Business and Operations</b>	Stuart Calvert
<b>Director of Curriculum</b>	Chelsea Mouritz
<b>Director of Identity and Mission</b>	Sharon Lawler
<b>Director of Pedagogy</b>	Louise Bender

### Relevant Coordinators and Department Managers:

<b>Deputy Director Junior School</b>	Sarah Clark & Alexandra Canning
<b>HPE Learning Area Coordinator</b>	Georgina Harris
<b>Risk and Compliance Manager</b>	James Lambert
<b>Student Services Coordinator</b>	Kathryn Haydon
<b>Human Resources and Finance Manager</b>	Michelle Lello

## ADDITIONAL INFORMATION and RESOURCES

### College Website

For news and College information including current and upcoming events:

<https://www.smc.tas.edu.au/>

### CET Policies

Catholic Education Tasmania policies can be viewed here:

<https://catholic.tas.edu.au/policies>

### SMC Guidelines

A selection of St Mary's College guidelines can be viewed on the College website:

<https://www.smc.tas.edu.au/guidelines/>

### College Policies, Procedures and Risk Management

If you have any questions concerning a specific policy or guideline please discuss with the staff member responsible for the activity in the first instance or contact James Lambert, Risk and Compliance Manager for assistance.

[jlambert@smc.tas.edu.au](mailto:jlambert@smc.tas.edu.au)