



XAVIER
COLLEGE

Educating in the Salesian Tradition

Volunteer WHS Induction Module

Last review: 27 November 2025

Last update: 27 November 2025

Next review due: 27 November 2028

Scope

This Volunteer induction module provides a baseline introduction to relevant policies, procedures, expectations and the Xavier College context for all volunteers.

This module applies to all volunteers undertaking duties in a volunteer capacity at Xavier College.

This module should be completed **before** commencing any volunteer activities at Xavier College.

N.B. Anyone not holding a current Catholic approved Working With Children Screening & Verification Authorization must be under direct visual supervision of a Xavier College staff member.



Welcome

Welcome to Xavier College.

To assist us in our commitment to Work Health and Safety, security and child protection, all visitors are required to observe the following.

Sign-in

All visitors (including old scholars), contractors and external service providers going beyond the Reception area must sign-in on arrival, and sign-out upon departure (parents accompanied by a staff member or their own enrolled student child are exempt).

After signing-in, you must wear your visitor identification label or badge at all times.

Child Protection

- A valid Working With Children Check (WWCC) **must be** maintained at all times; volunteering cannot occur if the WWCC expires or becomes invalid.
- As a volunteer you will be obligated by law to notify the Department of Child Protection if you suspect a child is being abused or neglected. For further information please refer to the *Responding to Risks of Harm, Abuse and Neglect Information for Volunteers*.
- Contact with students **must be** avoided, unless legitimately required as part of your role.
- The taking of photos or other image recording is **prohibited** without prior approval.
- For more information about your duty of care and appropriate conduct as a volunteer, please refer to the *Protective Practices for Volunteers* guide.

Speed Limit and Parking

- The site speed limit at the Gawler Belt campus is strictly **10 km/h maximum** throughout the College grounds.
- The site speed limit at Evanston and Two Wells campuses is **strictly 5 km/h**.
- Please avoid driving through the College grounds during student arrival and departure times and also recess and lunch times.
- Please use designated car parking unless advised otherwise.



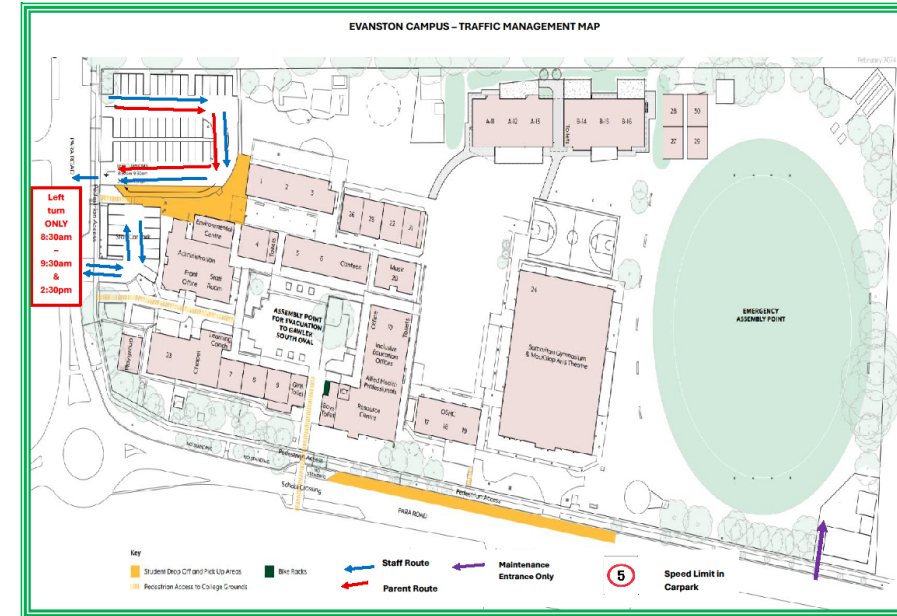
Designated Car Parks

These maps show the designated car parks at each campus.

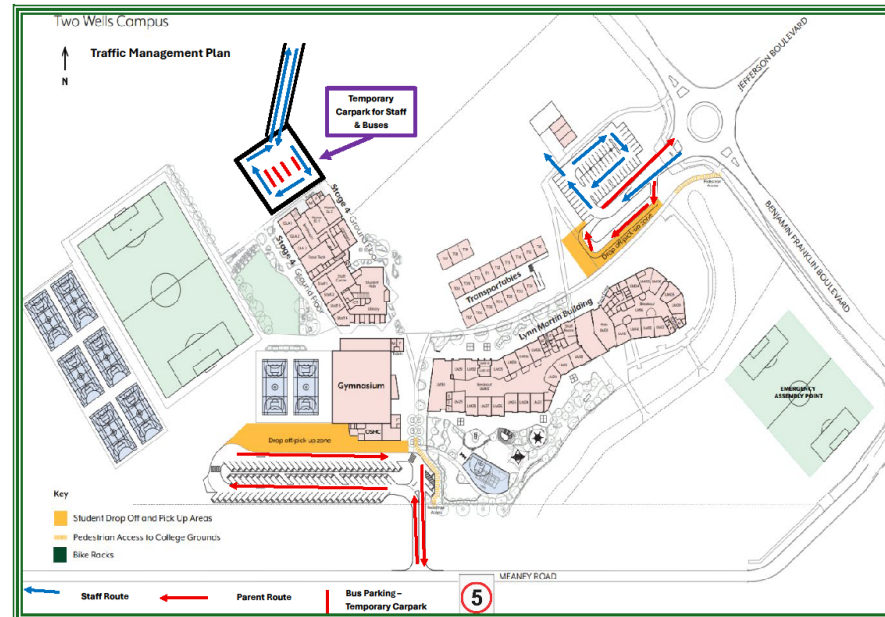
Please ensure that you only park in the areas marked as designated parking.

To view the images more clearly, please double-click on each photo.

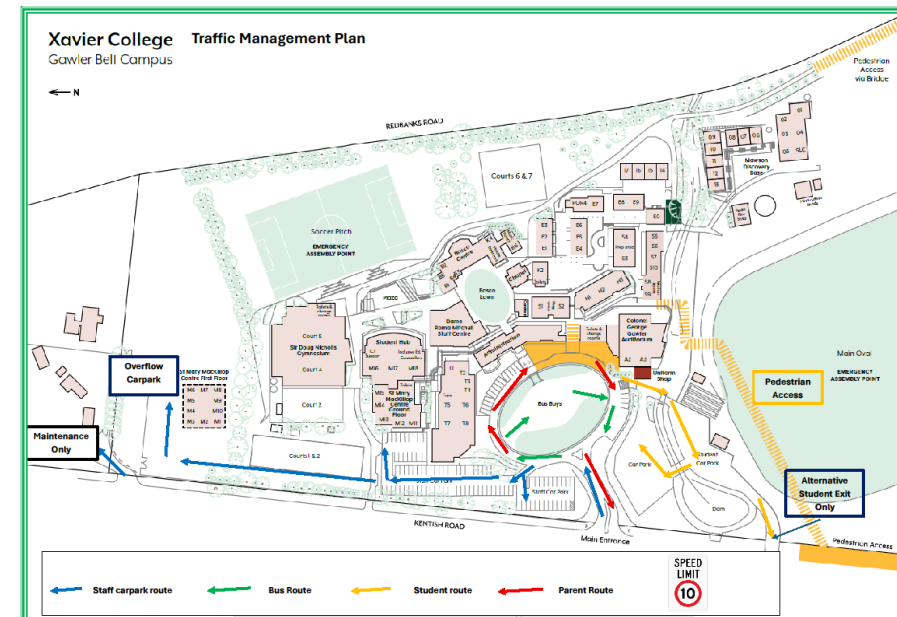
Evanston Campus



Two Wells Campus



Gawler Belt Campus



No Smoking, Drugs, or Alcohol

- Xavier College is a smoke free and vape free workplace; smoking and vaping is strictly prohibited on campus.
- Use and/or possession of recreational drugs and/or alcohol while on campus or on excursion is strictly prohibited. Any infringement will be reported to Police.



Incident Reporting

- Promptly report any incident, injury, hazard or concern to your Xavier contact, WHS staff, or Reception.
- If you see something unsafe or something goes wrong, notify the appropriate staff member immediately so it can be addressed.
- **Work Health and Safety:** whs@xavier.catholic.edu.au
- **Reception:**
 - **Gawler Belt campus:** 08 523 0088
 - **Two Wells campus:** 08 520 0400
 - **Evanston campus:** 08 8526 9600
- **Xavier Contact:** The staff member responsible for the excursion



First Aid

First Aid is available at the Reception area during school term office hours. Outside of these times you will need to provide your own first aid.

A defibrillator (AED) is also located in the Administration building adjacent to the Reception area.

Teachers will carry a first aid pack on **all excursions**, ensuring immediate access to basic first aid supplies if required.



Emergency

Emergency Evacuation and Lockdown procedures are posted near building exits throughout the College. During an emergency or drill, please comply with instructions from Xavier College staff and Emergency Wardens.

In case of an emergency, call 000 and advise Reception –

Gawler Belt campus: 08 523 0088

Two Wells campus: 08 520 0400

Evanston campus: 08 8526 9600

(when using a fixed phone within the college dial 0 to get an outside line).

Safety and Personal Property

Please do not leave children unattended who are not current Xavier College students.

Please do not leave personal items or equipment unattended and ensure that vehicles and machinery are locked and secure at all times. The College cannot be responsible for personal items.

Infection Control

Prevent the Spread of Illness

- Wash hands **regularly & thoroughly**, especially:
 - After using the toilet
 - Before eating or preparing food
 - After sneezing, coughing, or blowing your nose
 - After handling animals or gardening
- **Cover your mouth** when sneezing or coughing (use your elbow, not your hands).
- If administering first aid, **always** wear disposable gloves when handling blood or body fluids.
- **Reportable Diseases:**
 - If you have a **reportable illness**, inform the organising teacher that you are unable to attend.

Further Information

Finally, if you are not sure of something or require further information, please don't hesitate to ask or contact us at whs@xavier.catholic.edu.au

Now please review any associated documentation and complete the acknowledgement form at the end of this PowerPoint Presentation (*please submit the acknowledgment electronically if the option is available*).

Thank you.

This page is intentionally left blank.



Acknowledgement of Completed Volunteer WHS Induction

Inductee Name (please print full name): _____

Position/Role: _____ Commencement Date: ____/____/____

Campus Location: _____

By signing this form, I hereby declare:

- I have read, reviewed, and understood the Xavier College Minor WHS Induction Module, and any associated documentation provided to me.
- I understand my duty of care as per the WHS Act and Regulations (SA) 2012, Catholic Education SA, and Catholic Safety Health & Welfare SA policy and procedure.
- I will comply with all Xavier College (the PCBU) conditions, policies, procedures, instructions and any reasonable directions aimed at protecting my health & safety, and the health & safety of others while in the workplace.

Inductee Signature _____ Date: ____/____/____

WHS Coordinator (or delegate) name: _____ Signature: _____ Date: ____/____/____

Completed form to be provided to Human Resources (hr@xavier.catholic.edu.au)