



MOUNT LILYDALE MERCY COLLEGE

VOLUNTEERING AT MOUNT LILYDALE MERCY COLLEGE

A GUIDEBOOK FOR VOLUNTEERS



VOLUNTEERS VISION STATEMENT

The Aims of the volunteers at Mount Lilydale Mercy College are as follows:

- To promote the cause of education in the Mercy tradition by assisting in bringing together parents, friends and teaching staff of the College in co-operation, relating to the educational and social needs of the College, staff and students.
- To foster and promote a cooperative caring relationship between all members of the College community.
- To foster development of Christian fellowship between all members of the College community.
- To assist in building friendships within the body of parents and friends of the College thereby increasing the sense of community within the College.
- To show care and compassion to the staff and students.
- To have all parents enjoy the exciting experience of their children's education, by active participation and personal involvement.
- To assist in the planning and organisation of functions associated with the social, sporting and educational life of the College community.

COLLEGE MISSION STATEMENT

Enthused by the teaching of Jesus Christ, the Mount Lilydale Mercy College Catholic co-educational community aims to foster justice, compassion, hope and hospitality in the Mercy tradition.

We commit ourselves to the provision of a supportive environment where each student is encouraged to develop a love of God, of life, of others, and of learning.

Inspired by Catherine McAuley, we value:

Spirituality

- *That has as its basis a love of God, knowledge and experience of the gospel values;*
- *That recognises the centrality of the Paschal Mystery – the life, death and resurrection of Jesus, on our lives today;*
- *That is demonstrated through our celebration of life, together with the teachings of the Catholic Church, the formation of loving relationships within the community, and participation in liturgical celebrations;*
- *Which respects the dignity of the human person through a strong sense of social justice;*
- *Which embraces a holistic learning environment;*
- *Which reflects the Works of Mercy, Spiritual and Corporal.*

Learning

- *Which recognises that the school's Catholicity permeates all learning experiences.*
- *Which offers a dynamic, challenging, rich and diverse range of learning experiences;*
- *That stimulates each student to strive for personal excellence;*
- *That caters to individual needs;*
- *Which encourages a high level of motivation, independence, perseverance, initiative and creativity;*
- *That values a culture of excellence where personal responsibility and pride in performance will help students to reach their potential;*
- *Which prepares students for a changing and challenging world;*
- *That embraces a formal pastoral care program and a wide range of co-curricular activities.*

Community

- *Which nurtures self esteem by promoting respect for each person's uniqueness, dignity and worth;*
- *That strives to be supportive for those who suffer and endure hardship;*
- *Which is compassionate, honest, accepting, tolerant, just, caring and willing to listen;*
- *That provides spiritual, emotional, social and intellectual assistance to each of its members;*
- *That inspires and nurtures a stimulating and safe environment which accepts difference;*
- *Which encourages a loyalty to a rich school heritage;*
- *That affirms the rights of individuals as well as their responsibility to the school, wider community and the physical environment;*
- *Which recognises that 'the quality of Mercy' is unconditional.*

'The tender Mercy of our God has given us one another' (Mercy Constitution)

PROCESS FOR APPLICATION AND VOLUNTEERING AT THE COLLEGE

Application process

All individuals who volunteer within the Mount Lilydale Mercy College community are required to adhere to the same application process. The process includes the following steps:

1. Contact Mrs. Emily Cerra (Registrar - Community Engagement) to express interest in a volunteer role: ecerra@mlmc.vic.edu.au
2. Complete the application which will be forwarded to you via email.
3. Participate in a short phone or in-person interview regarding your application
4. Referees indicated on your application form will be contacted
5. Complete an induction

NOTE: Whilst in your role as a volunteer, please ensure that The Registrar - Community Engagement is notified of any changes to the conditions of your Working With Children Check.

Signing in and out at the College

Once you have completed the application process, it is important to remember that the College is aware when you are on campus. This is to ensure that you are safe and accounted for in the event of an emergency.

To sign in, simply present at reception at the beginning of your visit. You will be issued with a identification sticker which must be visible when on College grounds. Please also ensure you present to reception at the completion of your visit to sign out.

YOUR VOLUNTEER RELATIONSHIP WITH THE COLLEGE

What you can expect from us:

- Support in your role.
- Appreciation for the work you are doing to assist our students and community.
- Our best efforts to ensure events are well organised.
- A priority to ensure our community works together to ensure the educational experience of all of our students is positive and enriching.

What we expect from you:

- An understanding and respect for our Mission Statement.
- An adherence to the College Child Safe Policy and Legislation and expectations outlined in your appointment letter to ensure the safety and security of our students.
- Your best efforts to ensure all events you are involved in are well organised and staffed.
- Ensure our students feel empowered and supported by the community.
- To foster development of Christian fellowship between all members of the College community.

VOLUNTEER OPPORTUNITIES AND ASSOCIATED RESPONSIBILITIES

OPPORTUNITIES FOR ONGOING COMMITMENT

PARENTS AND FRIENDS ASSOCIATION (PFA)

The Parents and Friends association are responsible for coordinating a range of volunteer events within the College (most of which are listed on the following pages). The association is the 'hub' of volunteer events within the College, and meets on a regular basis to discuss and coordinate upcoming events. There are a number of roles available within the association. These include:

President

The President's position carries a task of trust and responsibility and requires skill and time. The President should exercise authority with tact, be impartial and open to other points of view.

The main role of the President is to:

- Be the main representative/spokesperson for the PFA .
- Liaise with the Committee members and set the agenda for meetings.
- Be the main contact for agenda items.
- Open the meetings punctually and ensure the agenda is followed.
- Ensure those present at the meeting have the opportunity to discuss each item on the agenda prior to a decision being made.
- Make sure everyone is given an opportunity to speak and encourage members to speak by addressing questions to them.
- Assist the Registrar for the organisation and overseeing of all events.
- Assist Deb Ball organisers when needed.
- Providing a summary of the matters discussed at the meeting for display on a parents notice board and/or in the College newsletter.

Vice-President

The Vice-President plays an important role by assisting the President with PFA responsibilities and may replace and chair meetings in the absence of the president.

Secretary

The Secretary is very important to the efficient operation of the PFA. The Secretary will work with the President and Committee members. Duties and responsibilities include:

- Taking minutes at PFA and Committee meetings.
- Email minutes of meetings to all members.
- Inform committee members of meetings/events.
- Dealing with any incoming/outgoing correspondence.
- Seek volunteers for events.

Treasurer

The Treasurer carries a task of trust and responsibility. Duties and responsibilities include:

- Taking charge of monies of the PFA.
- Finance Department representative.
- Banking all money regularly.
- Reporting regularly on the PFA's financial position at meetings.
- Preparing a financial report for the Annual General Meeting if necessary.

Committee Members

Committee members have a responsibility to:

- Attend PFA meetings as regularly as possible and help organise PFA activities.
- Facilitate and nurture positive home/school relationships within the parent community.

HERITAGE CENTRE AND COLLEGE ARCHIVES

- Assists in processing, maintaining and displaying artifacts of interest about the College.
- Sorting, scanning and storing of photos and historical records that have been collected throughout the history of the College. The photos and records are preserved carefully in archival boxes.
- Creation and maintenance of displays of important College artifacts, such as old College uniforms, in Mount Saint Joseph heritage rooms.
- Creation of 'Oral Histories' - a collection of videos which explain journey's of past students and their memories of the college
- Offering of Community Service during College events such as Open Days, Tours of the Heritage Centre.
- Involvement in the Annual Visit to the cemetery to honour the Mercy Nuns prior to Mercy Day celebrations.
- Assistance with the Old Collegians, particularly the creation of displays for the Annual Gala Dinner

OLD COLLEGIANS

- Connection of College Alumni through events such as Reunions and the Annual Gala Dinner.
- Celebrates the achievements of College Alumni through events and College publications such as the 'Connections' magazine.
- Promotes and helps build a stronger sense of community within the College Alumni
- Raises funds to help those in need within the College community.
- Assists with all Old Collegians events and functions as the College.

ORGANISATIONAL SKILLS PROGRAM

The Organisational Skills program is a way of assisting our students with organising themselves at the College, as a means of ultimately empowering them to feel confident and comfortable in their College environment. The program aims to provide students with practical organisational skills that they can use throughout their time at secondary school, and their life beyond.

The program aims to:

1. Provide students with practical and transferable organisation skills.
2. Promote students' wellbeing thereby enhancing their ability to learn.
3. Foster independence in these young adults as they progress through their secondary education.
4. Encourage students to develop problem solving skills particularly as it relates to time management, setting priorities and working to a deadline.

Volunteers involved in the program are required to:

- Regularly visit assigned junior classes, leading one-on-one sessions with students to ensure their locker, planner, folders and resources are organised.
- Exercise confidentiality when supplied with information about students.
- Ensure that classroom timetables are complete and in good condition.
- Report any areas of student concern to Year Level Leaders or homeroom teachers.

UNIFORM SHOP

Manager

- Train and coordinate other volunteers.
- Welcome and assist all customers.
- Return phone calls and emails in a timely manner.
- Ensure that the shop is kept clean and tidy at all times.
- Check that uniforms are tidy and in correct size order on the racks.
- Accept goods for sale and keep vendors' records up to date.
- Donated items are priced and labelled ready to be issued to families in need as requested by the Registrar or through her by the Deputy Principal - Pastoral Care, Year Level Leaders, Counsellors or Business Manager.
- Maintain the 'donated uniform storage room' and ensure uniforms are cleaned and Ironed.
- Ensure all goods for sale are priced, labelled, recorded and marked accordingly.
- Write out receipt of sale.
- Advise customers of no exchange or refund policy prior to sale.
- Record all payments on Vendors card with date, amount and EFTPOS date.
- Record payments to Vendors via the Finance office.
- At the end of the day, check cash sales and receipts are accurate, do EFTPOS settlement and return to Finance department with the cash box.
- Lock all records, EFTPOS machine and books in the lockable cupboard in the shop.
- At the end of each term, pay vendors through the Finance department.

Uniform Shop Volunteer

- Welcome and assist all customers.
- Ensure that the shop is kept clean and tidy at all times
- Ensure all goods for sale are priced, labelled, recorded and marked accordingly.
- Check that uniforms are tidy and in correct size order on the racks.
- Maintain the 'donated uniform storage room' and ensure uniforms are cleaned and ironed.
- Donated items are priced and labelled ready to be issued to families in need as requested by the Registrar or through her by the Deputy Principal - Pastoral Care, Year Level Leaders, Counsellors or Business Manager.
- Write out receipt of sale.
- Advise customers of no exchange or refund policy prior to sale.
- At the end of the day, assist with settlement.
- Assist the Manager as required.

ONE DAY/SHORT EVENTS

Each of the roles below will have an allocated convenor responsible for coordinating the activity and involved volunteers, and ensuring all tasks are completed before/during the event.

SPECIAL PERSONS DAY (ONLY YEAR 7)

- Scone making in the morning / plating up of biscuits and fruit
- Setting up / packing up morning tea in McAuley Hall
- This activity will begin at 9:00 am and will conclude at 12:00 pm (you may volunteer for all or part of the day)

OPEN DAY

- Setting up and replenishment of food and drinks throughout the day in Centennial Hall
- This activity will begin at 9:00am and will conclude at 5:00pm (you may volunteer for all or part of the day)

TOURNAMENT OF MINDS

- Setting up and cooking of BBQ as well as coordination of drinks station
- This is a weekend event (Saturday)
- This activity will begin at 8:00 am and will conclude at 3:00 pm (you may volunteer for all or part of the day)

MERCY DAY AND ATHLETICS CARNIVAL

- A range of food 'stations' to work at throughout the event (eg. BBQ, drinks, donuts, etc.)
- A number of members will 'roam' throughout the day in order to assist where needed during busy periods
- Clean up of food stations at the end of the event. Both of these activities will begin at 8:00 am and will conclude at 3:00 pm (you may volunteer for all or part of the day)

YEAR 7 INFORMATION EVENING

- A representative from Organisational Skills, the Uniform shop and other various activities, discuss their roles and experiences to incoming parents

ORIENTATION DAY / FIRST DAY OF YEAR 7 ("TEA AND TISSUES DAY")

- Setting up and serving a light morning tea
- Interact with incoming parents as a way of making them feel welcome in our community and assist them with forming connections
- The first day of Year 7's event will begin at 9:00 am and conclude at 11:00 am (you may volunteer for all or part of the day)
- Orientation day will begin at 10:00 am and will conclude at 12:30 pm (you may volunteer for all or part of the day)

DEBUTANTE BALLS

- There is a committee set up to coordinate this event which you are welcome to join

TASTE OF MLMC

- We provide a supper for incoming students
- Set up, pack down and serving of light supper
- This is an evening event. It will begin at 6:00pm and conclude at 8:00 pm

DRESS CODE

As a valued volunteer within the College, we ask that you represent the conservative and professional manner in which our College community presents itself. As such, we ask that you carefully consider how you are dressed while volunteering within the College.

The following are some guidelines you may find helpful:

Please do:

- Wear closed toed shoes (this is for Occupational Health and Safety reasons), and shoes which consider the 'hilly' nature of the College.
- Present neatly dressed when volunteering within the College
- Avoid extreme fashion choices

Please do not wear:

- Crop tops, tank tops (thin straps), strapless tops, low cut tops, or clothing which does not cover the midriff
- Backless, see-through or very tight fitting clothing
- Short shorts, short skirts or short dresses (items which sit on or *just* above the knee are a good indication of what is appropriate)
- Tracksuit pants or leggings without a long top or dress over the top

BELL TIMES

| MONDAY, WEDNESDAY, THURSDAY, FRIDAY | |
|-------------------------------------|-------------------|
| Homeroom | 8:50am - 9:00am |
| Period 1 | 9:00am - 9:50am |
| Period 2 | 9:50am - 10:40am |
| Recess | 10:40am - 11:00am |
| Period 3 | 11:05am - 11:55am |
| Period 4 | 11:55am - 12:45pm |
| Lunch (1) | 12:45pm - 1:08pm |
| Lunch (2) | 1:08pm - 1:35pm |
| Period 5 | 1:35pm - 2:25pm |
| Period 6 | 2:25pm - 3:15pm |

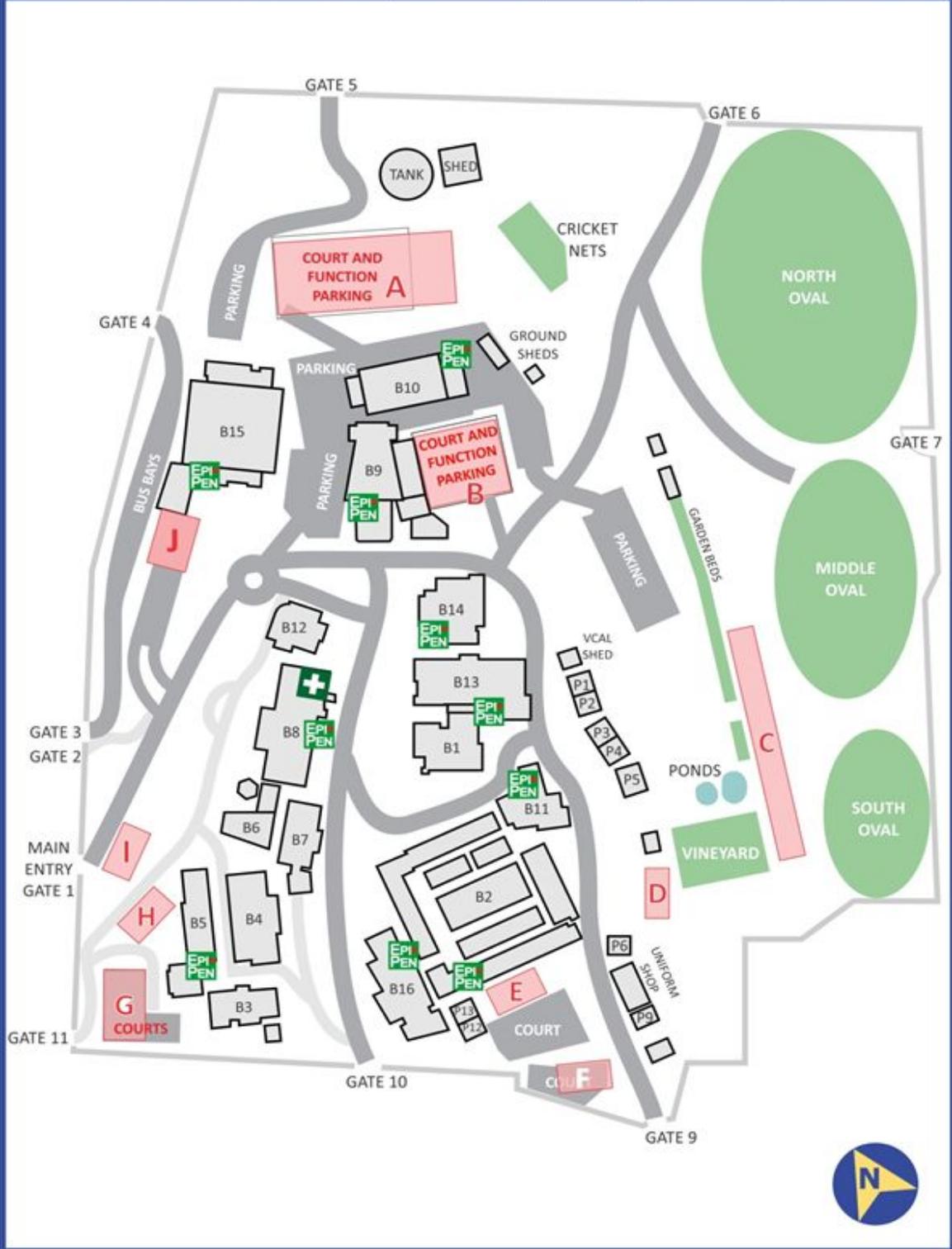
| TUESDAY | |
|---------------|-------------------|
| Period 1 | 8:50am - 9:35am |
| Period 2 | 9:35am - 10:20am |
| Pastoral Care | 10:20am - 11:00am |
| Recess | 11:05am - 11:25am |
| Period 3 | 11:30am - 12:15pm |
| Period 4 | 12:15pm - 1:00pm |
| Lunch (1) | 1:00pm - 1:20pm |
| Lunch (2) | 1:20pm - 1:40pm |
| Period 5 | 1:45pm - 2:30pm |
| Period 6 | 2:30pm - 3:15pm |

EVACUATION MAP

MOUNT LILYDALE MERCY COLLEGE

120 ANDERSON STREET, LILYDALE VIC 3140

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Mount Lilydale Mercy College Emergency Codes

Prepared by Occupational Health & Safety Committee Enquiries: College Safety office: 0448 224 006

| CODE | EMERGENCY | ACTION: 1 | 2 | 3 | 4 | 5 | 6 |
|---------------|--|--|--|---|--|--|---|
| BLUE | MEDICAL EMERGENCY EG: Serious injury, Heart Attack / Stroke Epileptic fit | Check for danger – ONLY MOVE INJURED PERSON FROM DANGER IF SAFE TO DO SO | Check response to 'talk and touch' IF NO RESPONSE CALL RECEPTION on extension 300 | If conscious – make comfortable and observe until qualified help arrives | If unconscious – shout for assistance, clear airway, look for signs of life and normal breathing | If breathing normally roll onto side, tilt head down, observe until qualified help arrives | If NOT breathing normally, give 2 rescue breaths, commence CPR until qualified help arrives |
| BLACK | PERSONAL THREAT EG: Confrontation, Armed intruder, Hostage / Kidnap, Assault | Stay away from danger if not involved. NO HEROICS | Observe situation carefully (People, weapons, vehicles) CALL RECEPTION on extension 300 | Drop panic bolts on external doors if close by and safe to do so but watch for others still outside | Remain in room, lock doors and windows DO NOT BARRICADE EXITS | Turn off lights, close curtains, stay quiet and out of sight if possible – preferably under tables | Do not permit student use of mobile phones AWAIT FURTHER INSTRUCTION |
| RED | FIRE/SMOKE (Initial procedure) | If you suspect a fire, check immediate area for source and severity – ALERT OTHERS IN VICINITY | Assist any person in immediate danger if safe to do so, remove bystanders CALL RECEPTION on extension 300 | With the exception of class roll and evacuation map, all books etc are to be left in classrooms | Without delay or panic, teacher supervises students' exit from classroom | As you leave, contain the area by shutting doors (do not lock) | Unless otherwise directed by Warden, teacher leads class to Evacuation Point A |
| BROWN | EXTERNAL EMERGENCY EG: Bushfire, Severe Storm, Plane Crash, Earthquake | Where possible stay inside the building | Close and keep away from windows CALL RECEPTION on extension 300 | Reassure students / other staff that inside the building is the safest place to be | Maintain a roving watch around classroom / venue AWAIT FURTHER INSTRUCTION | NOTE: If caught in an earthquake, take refuge beside solid objects like benches and tables | NOTE: If caught outside in a bushfire or severe storm, seek shelter indoors |
| YELLOW | INTERNAL EMERGENCY EG: Gas leak, flood, chemical spill | Assist any person in immediate danger if safe to do so – ALERT OTHERS IN VICINITY | Turn off any leaking devices at source if safe to do so CALL RECEPTION on extension 300 | If gas is leaking, put out ignition sources DO NOT OPERATE ELECTRICAL SWITCHES | Teacher supervises students' safe exit from classroom DO NOT MALK THROUGH SKILLS | As you leave, isolate the area by closing windows and doors DO NOT RE-ENTER | Unless otherwise directed by Warden, teacher leads class to Evacuation Point A |
| PURPLE | BOMB THREAT | Cease work immediately | Gather up personal belongings in room (particularly bags) CALL RECEPTION on extension 300 | Do not touch other peoples' belongings or suspicious packages / items | Leave doors and windows open | Students are not permitted to access lockers | AWAIT FURTHER INSTRUCTIONS |
| ORANGE | FULL SCHOOL EVACUATION EG: Fire alarms, Environmental issue | Alert tone will sound (this is a short beep-beep-beep) | Staff and students should ready themselves in case they need to evacuate | Remain calm, quiet and listen for announcements REFER TO EVACUATION MAP | Evacuation tone will sound (this is a long whoop-whoop) TEACHER CARRIES ROLL AND MAP | Unless otherwise directed by Warden, teacher leads class to Evacuation Point A | Rolls checked at Evacuation Point AWAIT FURTHER INSTRUCTION |

CONTACTS WITHIN THE COLLEGE

The following represents a 'chain of command' within the College volunteer community:

MR. PHILIP MORISON
College Principal

MRS. EMILY CERRA
Registrar
Community Engagement

MRS. JENNI BOYLE
Uniform Shop
Manager (Volunteer)

MRS. KIM ROWDEN
Organisation Skills program
Coordinator (Volunteer)

MS. ERICA KEEN
Parents and Friends
President (Volunteer)

Parents and Friends
Vice President (Volunteer)

Parents and Friends
Secretary (Volunteer)

Parents and Friends
Treasurer (Volunteer)

uniform shop volunteers

program volunteers

committee members

The following are contacts details you may find helpful

| | | | |
|-------------------------------------|--|---|---|
| PHILIP MORISON College Principal | principal@mlmc.vic.edu.au | EMILY CERRA Registrar Community Engagement | ecerra@mlmc.vic.edu.au 9237 1320 |
| JENNI BOYLE Uniform Shop | uniform@mlmc.vic.edu.au | KIM ROWDEN Organisational Skills | rowdykim2000@yahoo.com.au |
| ERICA KEEN P+F President | pfs@mlmc.vic.edu.au | TEANG LAAN P+F Secretary | pfs@mlmc.vic.edu.au |

FREQUENTLY ASKED QUESTIONS

Do I need to have an employee Working with Children check?

No, a volunteer Working with Children check will suffice. These are free and can be easily applied for online at: <http://www.workingwithchildren.vic.gov.au/>

Do I need to be part of the Parents and Friends Association to volunteer for one day / short events?

No. You are welcome to volunteer at events throughout the year without being part of the Parents and Friends association.

Do I need to have a police check as part of my volunteer application?

Some volunteer work within the College requires a police check. When applying for a volunteer role, you will be notified as to whether this is necessary.

Do I need to have experience working with food to volunteer for catering activities?

No. There are food safety guidelines we must follow, however, you will be given all important information about this prior to the activity.

Where do I park?

You can park in the lower car park near the students' gardens. Follow the driveway, past Centennial Hall (on the left) and Dublin House (on the right), drive down the big hill and find a space.

Do I need to sign-in and sign-out every time I come to the College?

Yes. This is necessary so that we know who is on the school grounds and so we can account for you in an emergency.

Can I bring my younger children with me?

Unfortunately, it is not possible to cater for them and they may be a distraction to you, the students and other people volunteering.