1. **Report** to school office on arrival and **sign in** using the Visitors’ Register located in the office.

2. Obtain a visitor’s **ID badge** from the office and wear your **ID badge** while on school grounds.

3. Ensure that you:
   - Stay within **designated areas**
   - Use **only** the toilets or amenities allocated to you.

4. If an **emergency evacuation** or **lockdown** is called, ensure that you follow the school’s **Emergency Procedures**.

5. **Smoking, alcohol** and **illegal drug** use are not permitted.

6. If a **safety incident** occurs, advise the school office immediately.

7. If **first aid** is required, contact the school office immediately.

8. If you identify a **potential safety hazard**, advise the school office immediately.

9. On completion of your work each day, report to the office, **sign out** and return or remove your ID badge.

---

**SCHOOL SITE MAP**

Full-sized copies of this reduced **Site Map** are available from the school office. Please ensure that you:

- Remain as far as reasonably practicable in your allocated area
- Locate and can safely reach the school’s emergency Assembly Point.

---

**SAFETY INFORMATION BROCHURE FOR VOLUNTEERS**

<table>
<thead>
<tr>
<th>School</th>
<th>St Thomas More's Catholic Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>125 Abbott St Newstead Tas 7250</td>
</tr>
<tr>
<td>Phone</td>
<td>6337 7200</td>
</tr>
<tr>
<td>Principal</td>
<td>Carol Seagar</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>Mrs Julie Love Mr Kurt Atkins</td>
</tr>
<tr>
<td>Office Administrator</td>
<td>Mrs Kathy Ranson</td>
</tr>
</tbody>
</table>
SCHOOL SAFETY OVERVIEW

Thank you volunteering to assist our school community, and welcome to St Thomas More’s.

We value the dignity and wellbeing of all people, and are committed to providing a safe work environment and school culture that protects people’s safety, health and welfare.

ALL VOLUNTEERS MUST COMPLY WITH SAFETY POLICIES, PROCEDURES AND DIRECTIONS

You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.

You are NOT to photograph or video the children or staff.

General school safety rules for volunteers are outlined in this information brochure. Please familiarise yourself with them and ensure that you follow them.

Copies of the school’s WHS Policy, First Aid Policy, Emergency Procedures, larger scale School Site Map and Visitor Register are available to you in the school office if required.

FIRST AID

First aid is available to all people at this school, including volunteers, and is administered according to set procedures by the school’s trained first aid officers:

- Rebecca Thomas, Kathy Ranson
- Mandy Turner, Julie Nailer
- Julia Svoboda, Carol Seagar

The first aid room is located next to the office. If first aid assistance is required, please contact the school office. If an injury has occurred, you may be asked to complete some incident-related documentation.

BATHROOM FACILITIES

Toilets and amenities for volunteers’ use are located next to the kitchen and near the office and you are requested to use ONLY these amenities.

SCHOOL TIMES

- Class commencement: 8.50 am
- Morning tea: 11.00-11.30 am
- Lunch: 1.00-1.45 pm
- School conclusion: 3.00 pm

IN CASE OF EMERGENCY

The school’s Emergency Procedures are available to you in the school office and you are requested to familiarise yourself with them and ensure that you adhere to them.

Emergency drills are carried out regularly so that the school community can respond calmly, quickly and safely.

EMERGENCY EVACUATION:

The assembly area to gather is on the NETBALL COURT.

The alert to indicate an evacuation is the: continuous WHOOPING sound, that increases in volume pitch.

Evacuation plans are displayed near room entry’s, and if you noticed any plan wasn’t displayed, please advise the office.

LOCKDOWN OVERVIEW:

The signal to indicate a lockdown is a message broadcast over our PA stating “staff be aware we are in a [FULL or PARTIAL] lockdown” or the sounding of AIR HORNS at school, equals a FULL lockdown.

If you hear either signal, you get the list in any class (to guide you). Lists are located next to each classroom phone, with a yellow cover.