

Volunteer and Visitor Training

2025



Mandatory Training Booklet

- Firstly, you must read the Mandatory Training Booklet.
- Then you must complete the Declaration to affirm that you have understood the requirements of working at Currumbin State School.
- Next read this PowerPoint.



Fire Safety and Lock down

Currumbin State School



In the event of a fire:

- Evacuate from the immediate area.
- Inform Administration and staff in the immediate area.
- Administration will activate the fire alarm.
- Confine the fire by closing any immediate windows and doors (if safe to do so.)
- Evacuate to the assembly area (school oval) – take students to oval if any are in vicinity and find their teacher on the oval.

During any evacuation:

- Act responsibly and safely.
- Do not collect personal items.
- Move quickly to assembly area (school oval).
- Follow Administration's instructions.
- Report to the Business Manager to sign your name off the visitor's roll.

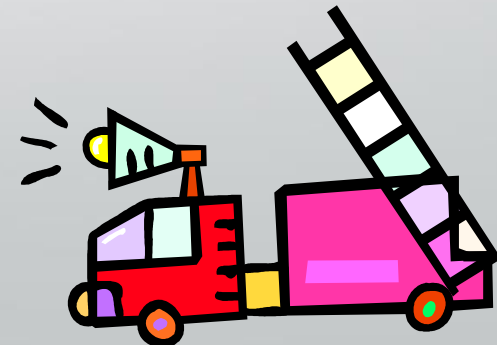
Smoke

- If smoke is present:
- Get down low below the smoke if possible.
- Cover your mouth and nose to protect your breathing.
- Move away from thick smoke even if it may take longer to get to the assembly area.

Operating Fire Fighting Equipment

- When using an extinguisher always remember PASS:
- 1-Pull the pin, 2-Aim the nozzle, 3-Squeeze, 4-Sweep,
- Start 2-3 metres away, then sweep the fire while moving in towards it as the flames recede.

Each block has a fire extinguisher and fire blanket.



Lock Down – Safety issue on grounds

- If you hear “Waltzing matilda” play over the loud speakers:
- Lock doors and windows to the classroom;
- Turn off the lights;
- Gather students in the centre of the room and hide under desks;
- Keep quiet and still;
- If any students are outside (toilet) inform Admin by phone.

If you are in transit:

- Go to the nearest room;
- Lock doors and window;
- Assist other staff and students to safety;
- Inform Admin office of your whereabouts;
- Notify Admin immediately via phone if you are aware of people in danger.



Asbestos

Currumbin State School

Report any damage

- If you see any buildings, walls damaged, please ensure you report this to your supervisor.

Do not break surfaces of walls

- We are not allowed to push pins, nails etc into walls on school site.

Declaration to Finalise your Training

- Complete your name, signature and date on both declaration and record of completion in your booklet, that you downloaded from the school website.
- Return this declaration to the school office in person or via email to Admin@currumbinss.eq.edu.au
- Currumbin State School will keep the bottom of the declaration on file.

How to begin volunteering?

- Once you have submitted your Declaration which you sign to say you understand the procedures for working on school site, you can commence volunteering (Opportunities in classrooms, tuckshop and for special occasions will be advertised on the school FaceBook page, as well as in the school and class newsletters).
- Volunteers must sign in and out using the ipad at the school office.
- This process must occur each time you volunteer on school site.

Thank you!

