

Maronite College of the Holy Family, Parramatta



Volunteer Induction

Welcome to the MCHF Family

MCHF VOLUNTEER INDUCTION

College: Maronite College of the Holy Family Parramatta

Address: 23-25 Alice Street, Harris Park, NSW 2150

Phone: 9633 6600

Principal: Sr Irene Boughosn

Enquiries: admin@mchf.nsw.edu.au

Policy Number: 0029

WELCOME TO MCHF

Maronite College of the Holy Family – Parramatta is a K-12 Coeducational College under the administration of the Maronite Sisters of the Holy Family. MCHF offers diverse and challenging academic and sporting initiatives, social development and spiritual formation, in a community centred environment.

Parents are the first educators of their children. We recognise and build upon the education given to children by their parents/guardians. We believe in the need for parents and teachers to work in partnership and harmony for the best possible education of the children.

The College has an obligation under Work Health and Safety and Child Protection legislation to ensure a safe and healthy working and learning environment for all students and personnel, including employees, volunteers, visitors and contractors. As a volunteer working in our College, you also have certain WHS and Child Protection obligations.

Purpose of the Induction

To help the College ensure that obligations are met, we have established this induction to assist you:

- Meet College safety requirements in line with current legislation for Child Protection and WHS.
- Take all reasonable precautions to prevent, by action or omission, injury to yourself or to others
- Take all reasonable precautions to prevent, by action or omission, damage to College premises, plant or equipment.

Respecting the Maronite Faith

The College welcomes those from other faiths, however, please be mindful that you are at all times to respect and uphold the ethos and teachings of the Catholic Church and the values of the Maronite faith and are not to express alternate religious beliefs in any form while at the College as a respect to our Maronite Catholic identity.

Benefits of Volunteering for the College

- To offer better prepared, more individualised programs to each student
- An active parent body is an essential part of a vibrant, positive College climate

Benefits of Volunteering for the Students

- They see their parents helping the College and they realise that education is important
- They see effective collaboration and interacting in a friendly and positive manner
- They feel special when their parent/guardian is helping in the College

Benefits of Volunteering for the Parents/Guardians

- An opportunity to be actively involved in your child's education
- Build a strong, positive relationship with your child's teacher
- Learn the skills which can, in turn, assist you in helping your child at home
- Well informed about what's happening at the College and in your child's class

SAFETY OVERVIEW

- All volunteers must comply with safety policies, procedures and directions
- The College values 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.
- You are required to take reasonable care to ensure that your actions or omissions do not harm yourself or anyone else.
- Smoking, alcohol and illegal drug use are not permitted.
- If a safety incident occurs or you identify a potential hazard, immediately advise a staff member.
- General College safety rules for volunteers are outlined in this booklet. Please familiarise yourself with them and ensure that you follow them.

GUIDELINES FOR VOLUNTEERS

To be a volunteer in the College, there are several guidelines to follow. These are set to help you understand how you can best assist and to ensure that volunteering is a positive experience.

- Complete the requirements of the induction. This will meet mandatory Child Protection and WHS requirements for volunteers who have children enrolled at the College.
- You need to have a Working with Children Check number. Please follow the link below to apply for a volunteer WWCC number <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Complete the acknowledgement of induction form.
- Commitment is requested and appreciated from volunteers. Please ensure communication is maintained especially on occasions when you are unable to commit to your allocated activity.
- Confidentiality is required at all times. Working in classrooms gives you access to private information of an academic and personal nature. You will learn about students' strengths and weaknesses and behavioural patterns. It is very important that you maintain strict confidentiality of such information. It is therefore not appropriate to speak with other parents about their children and other children. Information gained from your experience at our College must not be shared with any other person(s), except the teacher you are assisting. Enquiries from other parents about your work must be redirected to the classroom teacher.
- The use of mobile phones is prohibited while volunteering except in the case of an emergency.
- Please refrain from speaking to the other volunteers in the classroom as this will interrupt the flow of the lesson and distract students.
- All activities you will be involved in will take place under the direct supervision of a College staff member. Please note you may be reassigned to help in another activity if required.
- Interaction with students should only be for the required task or activity. All student behaviour will be managed by the classroom teacher. All discipline issues must be reported to and dealt with by the student's teacher.
- You are advised not to bring younger siblings when helping in the classrooms. This will ensure you are able to focus your attention and effort in helping the students you have been assigned to. Unfortunately, the distraction of younger children can outweigh the positive help from volunteers.
- Please never hesitate to ask if you are unsure or need advice. Teachers will support you to ensure your time with us is rewarding.
- Certain foods can cause an allergic reaction in some students and hot beverages can cause burns. In order to comply with the WHS policy, it is important that parent volunteers refrain from eating and drinking while assisting in classrooms.
- Only volunteers who participate in College activities onsite are covered by the College insurance.

MCHF ETHOS

- A strong Maronite Catholic Foundation - through regular worship and prayer
- Love and service - Encouragement to see the best in themselves and others
- A community which promotes a sense of family.
- Emphasises values of treating all with dignity, service, forgiveness and justice.

MCHF MISSION STATEMENT

- To build a College community in which the Gospel values of faith, justice and love are reflected in all aspects of daily life.
- To identify the unique needs of each student, so as to allow each child to develop to their fullest potential – spiritually, academically, physically and socially.
- To encourage each student to take pride in their identity as Australians of Lebanese background, living in a multicultural society.
- To recognise and affirm the pre-eminent role of parents in the education of their children and encourage their active involvement in the College community.
- To live out the College motto of ‘To know, love and serve.’

MCHF HISTORY

Principal Sr Juliette Ghorayeb and Sr Constance Bacha of the Maronite Sisters of the Holy Family (MSHF) laid the foundations for Our Lady of Lebanon school, aided by Monsignor Peter Ziade. Sr Constance Basha believed the community took heart and spirit from the presence of the Sisters in Sydney, ‘we may have reminded them of their homeland and the religious traditions and environment they were a part of in Lebanon.’

The school opened its doors with an enrolment of 115 students under Our Lady of Lebanon Church, in Harris Park, on January 1st 1973. The early conditions were austere, with an uncarpeted, unpainted building and few, if any, amenities. Nevertheless, the pioneer sisters quickly got on with the task of providing education to families newly arrived in Australia who were battling both financial and linguistic barriers. Sister Madeleine de la Croix arrived in Australia in 1974, and was assigned to Our Lady of Lebanon School.

In 1978 the sisters acquired two adjoining house blocks to accommodate the Primary school and convent with the generous assistance of many parents and friends. These blocks soon became known as 23-25 Alice Street, the official address of the College. It was on these blocks that the infants/primary, administration and convent areas of the school were officially set up.

With a student population of 354 and a staff of 16 teachers and 2 sisters, the official opening of the new Primary building was performed by Senator Peter Baume, Minister for Education, on 26th June 1982. In the 1980s an application was lodged for establishing a Secondary. The Secondary department moved from the Church hall into its two purpose-built buildings in 1990. By the completion of the final stage of this project in 1992, the College had grown into a school providing education to almost 1,000 children from Kindergarten to HSC and employing 80 staff. The construction of a new upper-primary set of classrooms also occurred in the late 1990s. It was only then that the classrooms under the local church were finally discontinued.

The official opening of the final stages of the buildings to house all sections of the Secondary department occurred in 1992 and was performed by Prime Minister Paul Keating. In the Parramatta Advertiser it was written, ‘Mr Keating later praised cultural diversity when he opened a Lebanese school at Harris Park. ‘It (the school) reflects the fact that there is strength in our cultural diversity and that the energy of an ethnic community can strengthen our pursuit of common national goals . . . Fanfares, anthems, flags, culture and entertainment, adoration and adulation were all ingredients of the reception Prime Minister Paul Keating received when he opened Our Lady of Lebanon School at Harris Park on Friday. . . Sitting only a few feet away, Parramatta’s Federal Labor MP, Paul Elliott, basked in the reflected glory. He said the Commonwealth had already contributed \$2.3 million to the school in recent years to boost the school community’s own ‘magnificent effort and sacrifice.’

Sr Irene Boughosn was appointed the new College Principal in 1996 to replace Sr Constance who had been Principal for twenty-five years. During this time political visits were common. In 2000, Prime Minister John Howard visited Our Lady of Lebanon College, and the NSW Premier Bob Carr came along

on 10th August 2001. Two weeks after the Premier's visit, the NSW Parliamentary Liberal Party John Brogden visited the College.

Further additions to the Secondary included a new A block that consisted of a purpose-built library, an assembly hall, canteen and six classrooms. This was officially opened on September 17th 2004. In addition to the Federal Attorney-General and Education Minister and minor State, Federal and Local Government politicians, there was also the presence of the State Governor Dr Marie Bashir. Phillip Ruddock was present at this official opening as was Bishop Ad Abikaram, Mother General Gabrielle BouMoussa. Messages were sent from The Hon. John Howard Prime Minister, The Hon. Dr Brendan Nelson MP and Minister for Education, Science and training.

Recognising the NESB nature of the children, programmes were introduced into the Infants and Primary sections of the College to ensure that the students received a solid grounding in both literacy and numeracy. The emphasis in the Secondary section was on ensuring that all students were educated to their true potential, whether at University or in a trade.

Sr Marlene had been on the staff of the College in the early days of the secondary department, as an administrative assistant and teacher of languages and religion. She returned to OLOL in 2005 as Principal.

With an increase in Federal Government funding, OLOL College took advantage of extra financial assistance in 2008-2009 to extend, refurbish and update its educational facilities. Recent building initiatives included the relocation and upgrading of the three science labs that include smart boards as well as a new computer lab with a smart board and access to the internet. Funding also resulted in a new drama room. The administration department was also redesigned.

The next building in 2010-2011 served Primary with a conference room, and music room and offices. The Federal Government in 2009 called for a push to update and modernise Primary schools with OLOL College receiving \$3 million to spend on building a new Primary block which included a library, IT room, four classrooms and a multipurpose hall which was officially opened in 2012.

With the help of the Parents Association and the College's own efforts over 2008-2013 Primary classes were fitted with smart boards. In 2013 a grassed playground area was completed on the corner of Good and Weston Street.

In 2014 Sr Margaret Ghosn became the next Principal. At the same time the College changed its name from Our Lady of Lebanon College (OLOL) to Maronite College of the Holy Family (MCHF), to better reflect its purpose and connection to the Maronite Sisters of the Holy Family.

In 2016 plans are underway to develop a new Secondary block with open space learning. This will be located adjacent to B Block. Upon completion of the new building the College will have ensured all its campuses are on one corner of Weston, Good and Alice streets, thus ensuring a secure environment for students. This building was officially opened in July 2018.

In 2018, Howayek Providence Limited company was formed with a College board acting as a governing body of the College. In 2019, Sr Irene Boughosn was appointed College Principal for a second term replacing Sr Margaret Ghosn.

Our Lady of Lebanon School, which would become known as Our Lady of Lebanon College and later as Maronite College of the Holy Family, is unique for a number of reasons. Along with its sister school Saint Maroun, they were the first Maronite schools in Australia, offering compulsory Arabic with most of the students of Lebanese ancestry and regularly celebrating Maronite Catholic Liturgies.

Carrying the College motto, 'To know, love and serve' the College has lived out these principles through the tireless work, commitment and support of the Maronite community. In fact, if early migrants, back in the 1960s had not requested for Maronite schools, the sisters would never have landed on Australian shores. From the beginning the College has been the realisation of the hope of Maronite families that their children maintain the cultural and religious beliefs. The College today is more than an educational institution; it is also a cultural way of life, a spiritual well spring, a tight knit community, and a loving family.

WAYS YOU CAN VOLUNTEER AT THE COLLEGE

There are numerous ways volunteers can assist at the College. This can be in a regular or casual capacity as required by the College or subject to the availability of the volunteer. Volunteering can be in a full day or part-day capacity.

Volunteers can assist at the College through the following:

- Assisting within the classroom – whole class, smaller groups or individual students
- Assisting teachers in specialist spaces – such as Learning Centres, Food Technology, Woodwork Room, Visual Arts Room, ICT Rooms, Music Rooms, Textiles Room and Science Labs
- Assisting in College events that occur throughout the year where needed
- Assisting with excursions and incursions
- Assisting with administrative tasks – such as laminating, photocopying, class displays, preparing resources
- Assisting with examination supervision
- Joining the Parent Association and assisting with their events and initiatives

DAILY PROCEDURES

- College commences for students at 8:40am each morning
- College concludes for students at 3:10pm every afternoon
- Please ensure you report to the Main Administration on arrival each occasion you volunteer.
- Obtain a visitor's ID badge from the office and wear your ID badge while on College grounds.

PARKING

- Street parking is available but 4-hour Council Limits apply to most surrounding streets.
- Parking is also available at OLOL Co-Cathedral. Volunteers are requested to consider where to park in the Church that will have minimal impact on the Parish – i.e. in the event of a funeral please avoid parking in the area of entry to the Church. It is recommended for volunteers to park in the middle level of the car park.

AMENITIES

- The College has two staffrooms:
 - Primary (Block E: Ground Level)
 - Secondary (Block C: Level 3)
- Restroom facilities are located in each staffroom and in various locations around the College where signs are displayed.
- Volunteers are requested to only use the restroom or amenities allocated to you.
- The College Canteen is located in A Block playground and is available for volunteers to access.

MOBILE PHONES

- Mobiles phones should not be used during the time you are volunteering unless it is required in an emergency.

COLLEGE SITE MAP



Main Administration: Block D

Primary Buildings: Block D, E, F

Secondary Buildings: Block A, B, C

FIRST AID

- If first aid is required, contact the College Admin or a member of staff immediately.
- First aid is available to each person at the College and is administered according to set procedures by the College's trained first aid officers.
- The first aid rooms are located in Blocks C (Secondary) and D (Primary).
- If an injury has occurred, you may be asked to complete an incident-related documentation.

CHILD PROTECTION

- The mission of Catholic schools clearly commits each school community to foster the dignity, self-esteem and integrity of every person.
- The provision of a safe and supportive environment is an essential element to ensure that each student entrusted to the care of our College is to be affirmed in his or her dignity and worth as a person.
- It is expected that all members of staff and volunteers of MCHF endorse the principles of child protection as a fundamental responsibility and fulfil their legal and professional responsibilities in this critical area.
- Be aware that Reportable Conduct includes:
 - any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence), or
 - any assault, ill-treatment or neglect of a child, or
 - any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

PRIVACY POLICY

CONTRACTOR/ VOLUNTEER COLLECTION NOTICE

1. In applying to provide services to the school, you will be providing Maronite College of the Holy Family with personal information. We can be contacted at 23-25 Alice Street Harris Park NSW 2150, Tel (02) 9633 6600 and admin@mchf.nsw.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare confidential report in respect of your application.
3. You agree that we may store this information for an indefinite period.
4. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs. We will not disclose this information to a third party without your consent.
5. We are required to (conduct a criminal record check) collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

EVACUATION

- The College's Emergency Procedures are displayed on Emergency Diagrams displayed around the College. You are requested to familiarise yourself with them and ensure that you follow them.
- The signal that an emergency situation has arisen (or an evacuation drill has been called) is a **SIREN**.
- If a drill is called or an emergency occurs, please ensure that you:
 - Follow the College's Emergency Procedures
 - Proceed calmly to the emergency Assembly Point at James Ruse Heritage Park which is down the road on Alice Street.
 - Follow the directions of College staff.

Evacuation Route and Assembly Areas



LOCKDOWN

- The signal that a lockdown emergency (an immediate or imminent threat) has occurred is a PA announcement saying **2 3 2 5** as single digits.
- If a lockdown is signalled, please ensure that you follow Emergency Procedures and any directions given by College staff.

POLICIES AVAILABLE

- Copies of the College's *WHS Policy*, *First Aid Policy*, *Critical Incident and Emergency Management Plan*, and *Child Protection Policy* are available to you in the Main Admin and we recommend that you familiarise yourself with them so that you can work within our safety guidelines for your own benefit and the benefit of others in the College community.

MCHF DIGITAL PLATFORMS

Website www.mchf.nsw.edu.au

Skoolbag App

LinkedIn

Facebook @[mchfparramatta](https://www.facebook.com/mchfparramatta)

Instagram [mchf2325](https://www.instagram.com/mchf2325)

