



Volunteers

At Le Fevre Kindergarten, we believe that volunteers make a significant contribution to the kindergarten community by giving their time and sharing their skills and interests with the children and staff. As a volunteer, your work in the kindergarten is greatly appreciated and valued. While the welfare of the children is our highest priority, we also want to ensure volunteer involvement is a rewarding experience.

At any time if volunteers have questions or issues of concern they must talk to a staff member or the Director.

A range of policies and documents about kindergarten and the Department of Education and Child Development (DECD) are available on request.

Volunteers must –

- Work with and supervise children in a safe and caring manner.
- Refer child concerns or behaviour issues to a staff member.
- Refer any requests for child information to a staff member.
- Sign in and out and wear a volunteers badge.
- Act as a positive role model – language and topics of conversation must be above reproach.

Volunteers must not

- Work alone in a secluded or locked area with a child
- Smoke on the premises in accordance with DECD policy.

Mandatory Notification of Child Abuse

Under the Child Protection Act 1993, volunteers are obliged by law to notify Families SA if they suspect that a child have been abused or neglected. This must be done by telephoning the Child Abuse Report Line on 131 478. Volunteers should immediately notify the Director. Volunteers need to undertake induction in “Responding to Abuse and Neglect for Volunteers”

Police Check

The Children's Protection Act 1993, requires criminal history screening checks for employees, volunteers, agents, contractors and/or subcontractors who are currently occupying or acting, and who are appointed/engaged to act, in a prescribed position requiring or involving the performance of any of the following prescribed functions:

- regular contact with children or work in close proximity to children on a regular basis; or
- supervise or manage persons in positions requiring or involving regular contact with children or working in close proximity to children on a regular basis; or
- have access to records relating to children.

Site leaders have the right to

- Require a volunteer to withdraw from volunteering programs at any time if concerns exist about their suitability to be working with children
- Bar a person (parent, caregiver or otherwise) from the school grounds if their behaviour threatens the well being of staff, parents or children.

The kindergarten is responsible for providing a safe working environment. Volunteers are asked to take reasonable responsibility for their own health and safety, and avoid the possibility of an accident or injury while they are at kindergarten. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put a volunteer, or anyone else, at risk. Volunteers should familiarise themselves with emergency procedures for evacuation, and report all injuries and accidents occurring whilst at the kindergarten to a staff member as soon as possible.

If a child is injured or ill, please advise a staff member as soon as possible.

Health and Safety

Under the Equal Opportunity Act, 1984, it is unlawful to subject a child/student, a fellow employee or volunteer worker to sexual or racist harassment. It is our responsibility to provide volunteers with a safe and enjoyable environment to work in. If at any time a volunteer feels that they are being harassed or bullied by a member of the kindergarten community please contact the Director or follow the procedures in the kindergarten Grievance Policy.

Medical Conditions.

Volunteers should inform the kindergarten Director of any existing medical conditions that may impact on their role as a volunteer.

Child Behaviour

We expect children to treat volunteers with respect and courtesy at all times. If children behave inappropriately, volunteers should tell them that the behaviour is offensive or inappropriate. If the behaviour persists, please seek help from a staff member.

Privacy and confidentiality

Kindergartens must comply with Information Privacy Principles regarding the use and release of information. Any personal or kindergarten information about children, staff, volunteers or kindergarten issues that you become aware of during your work must not be shared, unless it is required by law. This includes making comments about teaching methodologies or behaviour management methods. Volunteers are welcome to raise any issues of concern with the Director.

Enjoy your volunteering with children and young people and the contribution you make to their safety, wellbeing and learning.