Sexual and racist harassment and bullying

Under the Equal Opportunity Act, 1984, it is unlawful to subject a child, a fellow employee or volunteer to sexual or racist harassment. Any reports of sexual or racist harassment or bullying on site will be investigated and due process followed through the DECD Grievance procedures. Further support will be provided by the Site Health and Safety Representative. Harassment and bullying consist of acts or behaviors which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name calling, put down jokes, attacks on property, exclusion and physical violence.

Work, Health & Safety

The preschool is responsible for providing a safe working environment. You are asked to take responsibility for your own health and safety and avoid the possibility of an accident or injury through unsafe practices. Special care is needed when lifting objects and request assistance when lifting heavy or awkward objects. Do not engage in any activity which is likely to put you, a child, or anyone else at risk. Please follow all instructions in emergency procedures. Any personal injury needs to be reported immediately to a staff member immediately. Further information is available by asking the site’s Health & Safety Representative – Christine Kettle.

Smoking

Smoking is not permitted in the building and preschool grounds at any time.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out of pocket expenses arising from personal injury sustained by volunteers in preschools.

Policies and guidelines

Please read and familiarize yourself with the Preschool policies to be well informed to the Centre’s operations.

Training

Training in Mandatory Notification is offered by the department as a online training course. Before any volunteer work is undertaken, this must be completed. Please see Director for further information.

Thank you for taking the time to read this information. Do not hesitate to speak with the Director or delegate if you have concerns or require further information.
Information for Volunteers
Volunteers are an integral part of our preschool. Your participation in the work of the preschool is greatly appreciated and valued. While the welfare of our children is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of the children, and to strengthen our partnership with you. Volunteers who have close contact with children, assisting children in activities, lunch care, cooking experiences, etc...will receive additional training and induction to ensure specific skills and safe practices are completed.

Record Keeping
You will be required to sign in “Staff and Visitors Sign In” Log, located in the foyer on your arrival and departure as a record of who is the building in case of emergencies. Volunteers’ badges are to be worn when on site.

Children’s behaviour
We expect children to treat you with respect and courtesy at all times. If children behave inappropriately, please inform staff.

Privacy and Confidentiality
Preschool must comply with Information Privacy Principles regarding the use and release of information. Information about any children, families, staff and volunteers are kept confidential and not an object for discussion outside the preschool.

Conversations with Children
Remember you are acting as a role model to the children who observe you. Your language and topics of conversation must be beyond reproach.

Being alone with children
For your own personal safety, it is required that you remain within sight of staff when working with an individual child. Do not shut or lock a door when in a room alone with a child.

Toilets
For your own personal safety you are not required to assist with toileting of children or attending sick children.

First Aid
For your own personal safety, if a child is injured or ill, please advise a staff member immediately. A staff member or the trained first aider will provide first aid / Comfort to an injured or distressed child.

Photos
For legal reasons, permission must be sought before any photos of children are taken. If you are a parent, you may only take photos of your child at Kindergarten events. The Kindergarten staff will nominate one official photographer for the day.

Mandated Notification of Child Abuse
Under the Child protection Act 1993, as a volunteer you are obliged by law to notify Family Services if you suspect that a child (under the age of 18) has been abused or neglected. This is done by telephoning the Child Abuse Report line 13 14 78. Failure to notify is an offence under the Act and carries a penalty.

Reasonable grounds to report
May include:
When a child tells you she/he has been abused
When your own observation of a child’s particular behaviour and / or injuries generally leads you to suspect abuse is occurring.
When some one else tells who is in a position to provide reliable information

It will be important to discuss your concerns with the Director to follow due process and act in partnership with the staff team in reporting.
I………………………………………………………………………………………………………………………name
of………………………………………………………………………………………………………………address
have read the Victor Harbor Community Kindergarten Information for Volunteers brochure. By signing this slip, I agree that I have read, understood and agree to abide by the contents of the brochure when acting in the role volunteer at Victor Harbor Community Kindergarten.

signed…………………………………………………………
Date…………………………………………………………