



## **Information for Volunteers**

Volunteers are an integral part of our kindy community. Your participation is greatly appreciated and valued. While the welfare of children is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience for you as well.

The kindergarten is responsible for providing a safe environment for both children and adults. The following information is provided to ensure that we exercise our responsibility for the safety of our children, and to strengthen our partnership with you.

**Privacy and Confidentiality:** Kindergartens must comply with Information Privacy Principles regarding the use and release of personal information. Any personal information about children and/or their families, staff members or other volunteers that you become aware of during your volunteer work must not be disclosed to others, unless it is required by law eg, it is relevant for reporting alleged child abuse.

**Mandatory notification of child abuse:** Under the Children's Protection Act 1993, as a volunteer you are obligated by law to notify Family and Youth Service if you suspect a child has been abused or neglected. A staff member can support you in doing this if necessary or you can ring the Abuse Report Line yourself if you would prefer (ph 131 478). If you observe someone else at kindy acting in an inappropriate manner you should also notify FAYS. The law does not require that you prove your suspicions, but does require that you report them.

**Sexual, racist harassment and bullying:** Under the Equal Opportunity Act 1984, it is unlawful to subject a child, a fellow employee or volunteer worker to sexual or racist harassment. The Director will investigate any reports of sexual or racist harassment or bullying.

**Occupational Health, Safety and Welfare:** You are expected to take responsibility for your own health and safety and avoid the possibility of an accident or injury while you are on site. Special care is needed when lifting heavy objects (i.e two person lifts). Do not partake in any activity which is likely to put you or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation.

### Working with children:

\* For your own safety and that of our children, you should be within sight of a member of staff at all times when working with a child or group of children. If you see or hear a child who requires help in the toilet or with toileting, please get a staff member to assist them.

\* We expect children to treat you with respect and courtesy at all times. If this is not the case, please inform one of our staff members.

\* Please remember that you are a role model to the children. Your behaviour, language and topics of conversation should be appropriate at all times.

First Aid: If you are the first to notice that a child has injured themselves or is feeling sick, please advise a staff member. They will administer the relevant first aid, provide comfort to the child and contact parents/carers if necessary.

Security: Please leave personal belongings in the office, under instruction from staff as to where they are stored. We cannot guarantee complete security for valuables.

Smoking: Smoking is not permitted in the kindy building or on the kindy grounds.

Insurance: The Volunteer's 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 of Education of Children's Services (DECS) manages claims for out-of-pocket expenses arising from personal injuries sustained by volunteers.

Policies and Guidelines: A range of policies and documents concerning the kindergarten's operation can be provided upon request to the Director.

<p>Thank you for taking the time to read this information. Please do not hesitate to speak to a member of staff if you have any concerns or require further information.</p>
--

Please note: Information for this handout was drafted with reference to the DECS 'Information for Volunteers' 2003 pamphlet.

Created 6/11 Review 6/13