



Welcome

Welcome to Geelong Kindergarten Association (GKA) and thank you for putting up your hand for a student or volunteer placement.

GKA is committed to providing a safe learning environment for all children at our kindergartens. We are committed to creating, maintaining and complying with child safe standards by promoting the cultural safety of Aboriginal children, promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds and by promoting the safety of children with a disability.

The information in this handbook is intended to guide you in getting the most out of your placement by understanding what is expected of all GKA employees, students and volunteers.

If you have any questions about its contents or at any time while you are with us, please talk to the Teacher Supervisor at your kindergarten.

We look forward to supporting you during your time with GKA.

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Presenting for work

When presenting for work at your kindergarten, please wear:

- shoes with covered toes, a solid back and adequate support to protect your feet (eg Crocs are not acceptable)
- neat, clean clothing in a reasonable state of repair
- knee-length skirts or shorts
- sleeved tops (note: singlet or shoestring strap tops do not comply with the SunSmart policy and are unsuitable), and
- a wide brim hat to protect your neck, ears, temple, face and nose while working outside during high UV periods (note: a sun visor or baseball cap are unsatisfactory).

Sunscreen is to be regularly applied to exposed areas of skin, particularly during mid-spring to mid-autumn when UV exposure rates are high.

Long hair must be tied back or confined, and dangling jewellery kept to a minimum.

When you arrive

1. Sign the *Visitor sign in book* as soon as you arrive – every time.
2. Identify where the first aid equipment is kept.
3. Identify where disposable gloves are located.
4. Identify all exit doors and the location/s of emergency equipment
5. Read and familiarise yourself with the emergency/evacuation procedure.



6. Familiarise yourself with information about specific children's needs, including reading emergency management plans (where applicable) for children with:
 - health issues (eg asthma, diagnosed medical conditions)
 - allergies (eg food, medication)
 - additional needs, and
 - children involved in religious practices or cultural beliefs.

Please remember to maintain confidentiality in relation to these children's needs at all times.

Food

All GKA kindergartens have adopted a healthy food policy

Session times vary between kindergartens, with some sessions requiring staff and children to bring snacks and lunches, which should 'role model' healthy eating choices to children. Please check with staff at your kindergarten about how it is implementing our *Nutrition and Active Play Policy*.

As kindergartens are **nut-free zones**, nuts, Nutella and peanut butter are not permitted.

Certain foods may not be permitted at a GKA kindergarten where there is a child attending who is at risk of an anaphylactic reaction (eg wheat, egg). Please check with the Teacher Supervisor at your kindergarten for more information and refer to our *Food Safety Policy*.

Hot drinks

If you would like to have a hot drink while at the kindergarten, please ensure you enjoy it away from the children for safety reasons.

GKA policies in brief

This section outlines the key policies you should know when commencing your work experience/practicum placement or volunteer work in a GKA kindergarten.

All GKA policies are available on our website, including:

- Child Protection Policy
- Code of Conduct
- Complaints and Grievances Policy
- Delivery and Collection of Children Policy
- Emergency and Evacuation Policy
- Food Safety Policy
- Interaction with Children Policy
- Occupational Health and Safety Policy
- Privacy and Confidentiality Policy
- Social Media Policy.

As all GKA kindergartens operate under the National Law and Regulations, you should also be aware of the following documents, which are available online or at your kindergarten:

- *Education and Care Services National Law Act 2010*
- Education and Care Services Regulations 2011
- National Quality Standards.

Child Protection Policy

This policy provides a clear set of guidelines and procedures to ensure:

- all children attending a GKA kindergarten are provided with a safe environment
- all reasonable steps are taken by GKA (as the Approved Provider), educators and staff to ensure the health, safety and wellbeing of children attending the kindergarten, and
- timely and effective intervention for children and young people who may be at risk of abuse or neglect.

Please refer to this policy for more details. Volunteers and students are expected to abide by this policy.

Code of Conduct Policy

This policy provides guidelines to:

- establish a standard of behaviour for all staff employed by GKA, which reflects our philosophy, beliefs, objectives and values
- promote desirable and appropriate behavior, and
- ensure all staff interactions with children and adults are respectful, honest, courteous, sensitive, tactful and considerate.



Volunteers and students are responsible for following this policy and its procedures

Privacy

GKA's *Privacy and Confidentiality Policy* explains our obligations to protect information we collect about other people. Volunteers and students are expected to abide by this policy so please familiarise yourself with it.

GKA is committed to the principles of privacy as they apply to personal information about our families, suppliers, staff and others who we interact with. Personal information will be treated in a way to instil confidence about it not being misused or inappropriately disclosed, which includes ensuring information is stored securely.

What is personal information?

Personal information is information or an opinion recorded about a person, which can identify them. It includes data (eg name, address, email address, date of birth) and other identifying information, such as photographs related to individual people.

Personal information cannot be misused or inappropriately disclosed.

Confidentiality

Students/volunteers are expected to maintain privacy and confidentiality at all times, and are not to discuss or disclose information about families, children or their progress with anyone.

Electronic communications

Electronic communication technology (eg email, internet, mobile and landline phones) provides everyday essential business tools we often take for granted in today's society.

These tools must be used appropriately and should not break the law or breach any GKA policies governing the kindergarten. Please remember you are representing the kindergarten every time you use these tools at work.

Mobile telephones are not to be used during session times and must remain in the office or staff room.

Please refer to our *Social Media Policy*.

Delivery and collection of children

Parents/guardians are required to sign their child in and out of kindergarten in the Attendance Book, recording the actual time of arrival and time of departure.

Parents/guardians are not to sign a departure time until they have collected the child.

Students/volunteers must direct persons collecting children early to a permanent staff member. Before a child can be released, staff should satisfy themselves about the status of any person arriving to collect the child.

Please refer to our *Delivery and Collection of Children Policy*.

Emergency procedures

Detailed procedures for emergency evacuation or lockdown are displayed at the entrance and throughout your kindergarten. Please familiarise yourself with the procedures outlined and discuss with staff if necessary.

Refer to our *Emergency and Evacuation Policy*.

Occupational Health and Safety

Please report any accident (injury) or incident (near miss) to the Teacher Supervisor who will assist you in completing an Incident Report. This report will assist in identifying workplace hazards and implementing appropriate actions.

Some very serious injuries may also be reported by GKA to WorkSafe for independent investigation.

Please refer to our *Occupational Health and Safety Policy*.

Risk management

To avoid potential injuries, GKA:

- identifies and controls any potential or known risks to staff and visitors, and
- in consultation with staff, investigates the causes of incidents and injuries to eliminate hazards.



Work experience payments

Please note kindergartens are not-for-profit educational institutions and, as a condition of engagement, work experience students are required to consent to donating back payment under the *Education and Training Reform Act 2006*.

Prior to commencement, every work experience student, together with their parent/guardian, is required to complete and sign a Work Experience Agreement form.

The Work Experience Agreement states:

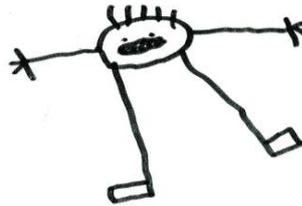
I agree that no payment will be made to me. The placement is with a Commonwealth Department or a body established under a Commonwealth Act. I give my consent to donating back the payment where an educational, charitable or community welfare organisation not conducted for profit requires that I do so as a condition of engagement.

Your notes

Contact us

Attn: Steve Retallick
Human Resources Manager
Geelong Kindergarten Association
1/2 Waratah Street
Geelong West Vic 3218

Phone: 5273 0200
Email: gka@gka.org.au
Web: www.gka.org



Volunteer/Student record

This record is required to be completed in full and held by the centre to meet the requirements of National Education and Care Service Regulations.(Reg: 149)

| | |
|---|--------------------|
| Family name: | Given name: |
| School/institution: | |
| Home address: | |
| Phone: | |
| Email address: | |
| Date of birth: | |
| | |
| In case of emergency | |
| Emergency contact name: | |
| Emergency contact phone: | |
| Allergies | |
| Type of allergies: | |
| Significant medical conditions: | |
| Working with Children Check (please attach a clear copy) | |
| Card number: | Expiry date: |

Placement dates

Please ensure you sign in and out of the visitors book on each day of your attendance.

Start date: _____ End date: _____

Days at centre (please circle): Monday, Tuesday, Wednesday, Thursday, Friday

Hours at centre (start and finish times):

| | | |
|-----------|-------|--------|
| Monday | Start | Finish |
| Tuesday | Start | Finish |
| Wednesday | Start | Finish |
| Thursday | Start | Finish |
| Friday | Start | Finish |

Privacy of Personal Information Agreement

Students/volunteers must be aware of the sensitive nature of information, and undertake to adhere to GKA's policy and maintain confidentiality at all times.

- I agree to maintain GKA's policy and respect the privacy of parents, children and staff at all times, and not discuss or share personal information with others.

Volunteer/ student name: _____

Date: _____

Anaphylaxis Agreement (If applicable)

- I have been made aware there are children with anaphylaxis attending the kindergarten. I have been provided with information about food restrictions at the kindergarten and agree to abide by them.

Volunteer/ student name: _____

Date: _____

Volunteer agreement

The following form should be read, understood, and signed by any person undertaking voluntary work in any kindergarten operated by GKA.

Volunteer name _____

Address _____

After consultation with _____ (Teacher), at
_____ (Centre),

I agree to the conditions set out below, in respect to:

(A) The insurance policies covering non-government organisations provide cover for volunteers while they are complying with all aspects of the Education and Care Services Regulations 2011 and directions from the staff at the centre.

(B) There must be no payment made of any kind.

(C) This agreement may be terminated by either party at any time.

(D) Volunteer's name _____
must not perform any work which is prohibited by law, nor must this person take on the responsibility of a paid member of staff.

(E) GKA requires that volunteers provide evidence of a current Working with Children Check for ongoing volunteer work.

The volunteer agrees to participate in the normal routines of the kindergarten, under the direct guidance and supervision of a qualified member of staff all times.

This agreement is to be signed by both the Teacher Supervisor and the person undertaking the volunteer work or, if below adult age, a parent or guardian.

Teacher Supervisor: _____ Date: _____

Volunteer: _____ Date: _____

Parent/guardian (if applicable): _____ Date: _____

Please attach agreed duties.

Reference Check

I confirm that (Name of volunteer) _____
has the abilities and character attributes to undertake a volunteer placement with
(Name of kindergarten/ preschool) _____

Name of referee:

Signature of referee:

Date:

Induction checklist for Volunteer/Student

Name:

Date:

To be completed by all volunteers/students participating at a GKA kindergarten and returned to the Nominated Supervisor prior to commencing at the service.

| | Please tick |
|---|-------------|
| I have been given access to all the policies and procedures at the service as listed in GKA's <i>Induction Manual</i> . | |
| I understand the content of service policies and procedures, including those relating to: | |
| • conduct while at the service (<i>Code of Conduct Policy</i>) | |
| • emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>) | |
| • accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>) | |
| • dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>) | |
| • good hygiene practices (<i>Hygiene Policy</i>) | |
| • dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) | |
| • first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) | |
| • daily routines | |
| • the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>) | |
| • interacting appropriately with children (<i>Interactions with Children Policy</i>) | |
| • reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy</i>) | |
| • reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>) | |
| • handling complaints and grievances (<i>Complaints and Grievances Policy</i>) | |
| • child protection (<i>Child Safe Environment Policy</i>) | |
| • privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>). | |

| | Please tick |
|--|--------------------|
| I am aware of the non-smoking policy of the service. | |
| The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor . | |
| I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition. | |

Volunteer/student name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

Signature: _____ Date: _____

Human Resources Checklist

Please provide a copy of the following documents to Human Resources. Please retain originals at your service.

| Item | Page Number | Attached (tick) |
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| | | |
| Copy of Working With Children Check | | |
| | | |
| List of agreed duties | | |