

Volunteers / student teachers information sheet

Welcome from the staff of Mount Barker Kindergarten

Safety matters

Please sign 'Visitors Book' on arrival and read OHSW procedures and practices and what to do in case of evacuation as outlined in booklet. Attach 'Visitors' badge or own name tag. Remember to sign out when leaving.

Please enquiry location of:

- Adult Toilet
- First Aid box. Please see staff if First Aid is required for either yourself or one of the children.
- Telephone(s)

If it has been arranged that you will be attending on a regular basis, please provide emergency contact details to a staff member.

Neat and appropriate dress is essential for safety reasons – both for you and the children. Please avoid the wearing of dangling earrings, heavy and protruding rings, excessively long fingernails, ties, scarves and high heels etc.

If two students in attendance please ensure that one of you is outside and the other inside.

At the conclusion of your placement, volunteers and student teachers will be invited to complete a feedback sheet to help improve our service to future volunteers and/or student teachers.

Child protection curriculum

In line with state legislation student teachers in schools and preschools are required to undergo a Department for Communities and Social Services (DCSI) relevant History Clearance. Regular volunteers & Governing Council members are also required to undergo a DCSI History Clearance - the payment of these clearances will be considered on an individual basis and circumstances.

Work Experience students are now required to undergo DCSI History Clearance. This applies to ALL students regardless of age.

Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability for working with children.

For more information refer to Relevant History Screening: <https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening>

Confidentiality

Information of a personal or sensitive nature regarding the children and or their families attending Mount Barker Kindergarten is NOT to be discussed outside the preschool. The same confidentiality rules apply regarding matters related to staff working at the preschool.

Interactions with children

Ensure our Positive Behaviour practices are followed. Under no circumstances is there to be any smacking, hitting, inappropriate touching etc. Swearing is to be avoided. Refer behaviour management issues to staff.

Encourage children to talk about what they have done / made. Avoid the temptation to guess as it is easy to guess wrongly and the child will lose confidence.

Think and talk positively when around children. Avoid highlighting mistakes or a better way of doing things. Encourage independence. Avoid the 'trap' of doing things for the children i.e painting, cutting, drawing etc. Refer all feeding, changing or toileting issues to staff. Staff supervision is required in these areas.

Please abide by our kindergarten rules/limits:

- We walk inside.
- Sit on chairs and work from tables. Hats on when outside.
- Chasing and running after each other are discouraged.
- Encourage safe play inside, outside and on the equipment.

Come prepared with an activity. Remember you will be working with children from birth to 5 plus years of age so please check appropriateness of materials etc with staff prior to starting. We can help with resources but we need to be informed several days before your arrival. Staff can also help in providing suggestions of suitable activities to conduct with young children.

Unless permission from staff has been given photographs of preschool children *cannot* be taken.

Tasks / learning experiences that can be done on a regular or incidental basis

- Toy and book repairs, finding missing pieces etc
- Sorting games and activities such as lego, construction sets
- Photocopying, trimming and other office type activities Preparing activities and topping up of supplies for activities
- Tidying shelves, equipment stores
- Gardening and outdoor chores ie sweeping around sandpit.
- Washing / cleaning equipment
- Displaying children's work
- Cooking / preparing simple healthy foods eg fruit salad
- Reading to the children
- Playing games eg lotto, board games
- Helping children write their name on their work.
- Helping children learn new skills (ask staff about correct techniques).

Above all remember to HAVE FUN.

Other links

- <https://www.decd.sa.gov.au/working-decd/ran-ec-training/ran-ec-induction-sessions-volunteers>

Reviewed: March 2017

Next Review: March 2018