



Viewbank Primary School

Stephanie Alexander Kitchen Garden Program

Volunteer Information 2018

Thank you for your interest in becoming a volunteer with the Viewbank Primary School Kitchen Garden Program. The Kitchen Garden Program relies on many people for it to work to its full potential and the volunteer body is one of the most important facets of the program – we could not do it without you!

This kit aims to outline your role and responsibilities as a volunteer with the Kitchen Garden Program. Please take the time to read all the information carefully.

Aim of the Kitchen Garden Program

The aim of the Kitchen Garden Program is to introduce young children to the wonderful world of good food through developing a productive food garden and an exciting kitchen that includes a nurturing place to share food, as an integral part of the school curriculum.

We hope to engage the curiosity of the students and to help them learn how to grow the very best food in the very best way, how to care for it in the garden, how to recognise when it is ripe and at its best, how to prepare it easily and enjoyably and how to develop an expanding culinary palate and be excited by all these experiences.

We want to convince children to modify their eating habits because the food they are experiencing tastes so good rather than because they are being told to eat some foods and not others! To find out more about the Program please visit www.kitchengardenfoundation.org.au.

It is universal practice to undertake a Working With Children check, and this is an essential requirement of the Program. Most people can do child related work while their application is being processed. Please keep your WWCC receipt as evidence of your application. **Please note you only require a volunteer WWCC.**

What you can expect from us

- **Recognition** – we know that the success of the Program lies in the continual support of our volunteers, as much as the work of everyone else in the team.
- **Support from the Kitchen and Garden Specialists** – at the beginning of every session you will be provided with an outline of the lesson, which will also be given to the class when it begins. The Kitchen or Garden Specialist and the Classroom Teacher are present for each lesson as well as other fabulous volunteers.
- **A thoroughly rewarding experience** – in a healthy, safe and friendly working environment, full of people wanting to participate in the joy of growing, harvesting, preparing and sharing real food.

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Guidelines for Volunteers

Your role as a volunteer is essential for the success of the Kitchen Garden Program!

Each week the kitchen and garden classes usually begin with the Kitchen and Garden Specialists speaking to the whole class, giving them an overview of the day's session and explaining what will happen. Then the children are divided into smaller groups of five or six and begin their designated tasks. A volunteer is allocated to each of these small groups to work with the children, encouraging them to participate and share the tasks that have to be done. The Specialist is then free to circulate among the groups to make sure the goals of the lesson are being met.

Some useful tips for volunteers:

Continuity: It is highly desirable (although not essential) that as a volunteer you commit to the same class each week. It allows you to develop a relationship with the children and helps you become comfortable in your environment. It also helps the Specialists with their planning.

Punctuality: Arrive at the agreed time before the class starts to be briefed by the Kitchen or Garden Specialist on the day's class activities. Please ensure that you notify the relevant Specialist in good time if you are unable to attend or will be late for a session.

Firm & kind instruction: Your role is one of facilitator, rather than leader. Set a good example. Everyone is there to learn and have fun. Volunteers are not expected to be the disciplinarians, so seek intervention from the Classroom Teacher or Specialist if the firm-but-kind approach doesn't seem to be working!

Hands-off: Encourage all the children in the group to participate and share the load. Demonstrate and supervise, but don't do all the work. Ask the children how they might do something first, then show them if necessary. Don't tell them how straight away.

Sensory learning: Talk to the children about what they see, hear, touch, taste and smell as they go about their tasks in the kitchen and garden.

Safety: Practise safe bending and tool use in the garden and care with knives and heat in the kitchen and always instruct children to do the same.

Cleaning up: Making a mess and getting dirty doesn't really matter; however, cleaning up at the end of the class does. You may need to be firm with the children to ensure this is done properly (although often they are happy and proud to take care of this themselves).

Many minds: We are all learning as we go and welcome all suggestions, ideas and feedback on how we can continue to make the Kitchen Garden Program a best-practice model.

Having fun: The children and staff eagerly anticipate the garden and kitchen classes and are always keen to learn more and be as hands-on as possible. Encourage a sense of enjoyment – that's what the Program is all about. We want every volunteer to enjoy their time in the Kitchen Garden Program.

Contact details: Please contact Marina Gourzelas or Meredith Collins if you require further information.

For more information about the Stephanie Alexander Kitchen Garden Program visit www.kitchengardenfoundation.org.au

Working With Children Check:

Working With Children Checks are now mandatory in most states and territories in Australia, for people who do 'child-related' work. Please refer to the following webpage for an overview of the requirements in your state or territory:

http://www.volunteeringaustralia.org/files/BZFANGL2To/Quick_Guide_background_checks_09_FINAL.pdf

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Volunteer Personal Information

Name: _____

Address: _____

Phone (home): _____

(mobile): _____

Email: _____

Emergency contact (name & phone):

If you are a parent of a child/children at Viewbank Primary School please list their name/s:

Relevant skills/interests:

Do you have any significant health issues that may affect your volunteering (e.g. food allergies)?

I have attached a copy of my current Working With Children Check

YES/NO

If NO have you applied for your Working With Children Check?

YES/NO

I have signed the Agreement of Understanding (below)

YES/NO

PROGRAM NOMINATION (please circle your preferred volunteer session/s)

Please Note: Kitchen volunteers may be required to assist with setting up and packing up or preparation for the following session.

Term 1 2018

GARDEN SESSIONS

Week (2,4,6,8)	
Tuesday Year 4	Wednesday Year 3
12.05 – 12.50 3/4F	9:15 – 10:00 3W
2.00 – 2.45 4B	10:05 – 10:50 3L
2.45 – 3.30 4C	

Week (3,5,7,9)	
Tuesday Year 4	Wednesday Year 3
9.15 – 10.00 4N	9:15 – 10:00 3B
10.05 – 10.50 4R	10:05 – 10:50 3G

KITCHEN SESSIONS

Week (2,4,6,8)	
Tuesday Year 4	Wednesday Year 3
11.20 – 12.50 4N	11.20 – 12.50 3G
2.00 – 3.30 4R	2.00 – 3.30 3B

Week (3,5,7,9)	
Tuesday Year 4	Wednesday Year 3
9.30 – 11.00 3/4F	
11.20 – 12.50 4B	11.20 – 12.50 3L
2.00 – 3.30 4C	2.00 – 3.30 3W

Agreement of Understanding

I have fully read this document and the attached Guidelines and hereby recognise, understand and accept my obligations as a volunteer with the Kitchen Garden Program at Viewbank Primary School. In signing this agreement I also understand the importance of privacy of information and confidentiality pertaining to my role as a volunteer at Viewbank Primary School.

Signature of Volunteer

Date