Volunteer Information Kit 2024

Thank you for your interest in becoming a volunteer within the Kitchen Garden Program at Collingwood College. This kit aims to answer any questions you may have about our school, our program, and your role as a volunteer within the Stephanie Alexander Kitchen Garden Program at Collingwood College.
The Kitchen Garden Program is part of Collingwood College Primary school curriculum for all grade 3 to 6 students and has been developed and run by our Specialist Teacher, supporting the SAKG philosophy of pleasurable seasonal food education and our school values.

The Kitchen Garden relies on many people to work to its full potential, and our volunteers are one of the most important resources for our program's curriculum richness and diversity- we could not do it without you!
Please take the time to read all the information in this kit.

Aims of the Kitchen Garden Program at Collingwood College

The aim of the Kitchen Garden Foundation and Kitchen Garden Program at Collingwood College is to introduce students to the wonderful world of seasonal food. We aim to engage the curiosity of our students and to provide meaningful environmental and sustainable educational opportunities for students to learn how to care for the soil and then how to plant and grow delicious seasonal food in an ethical way. Hands-on tasks, such as composting, weeding, mulching, pruning, planting and harvesting, provide realistic and meaningful learning. Students gain seasonal garden knowledge, skills and confidence as they develop and care for their seasonal food garden over 4 years.

Students have the opportunity to practise their independent and collaborative learning skills and knowledge, as they develop and maintain the productive food garden and then by sharing kitchen tasks to prepare, cook and then eat the seasonal dishes from this produce. Students have the opportunity to learn and practise basic cooking skills including safe knife and tool use and engage in sensory learning while preparing an interesting repertoire of delicious dishes in our purpose-built beautiful kitchen space. Both unique Kitchen Garden learning spaces are nurturing places to explore, share and gain plant and food knowledge and are an integral part of our school curriculum. We aim for our students to be excited and challenged by all of these experiences and with support and encouragement, take ownership of their own learning journey.

Your commitment to us

In order to achieve our vision, we need people who are not only enthusiastic about making a difference but are also able to make a genuine commitment. It is highly desirable that volunteers commit to the same class each week and consider volunteering with us for at least six months. It allows your relationship with the children to develop and is also easier for you to be familiar with your environment. It also helps with planning! Volunteers are welcome to stay for 1 lesson or for both.

It is essential to undertake a Working with Children Check. This is a requirement of volunteering within The Department of Education and Training (DET). You may start the introductory side of being a volunteer once you have lodged your WWCC with the Department of Justice and received your lodgment number.

Classes run Monday, Tuesday and Wednesday. We welcome email inquiries. A school tour and chat are an ideal way to see if our school Kitchen Garden program needs fit your volunteering requirements and availability.

What you can expect from us

- Recognition - we know that the success of the program lies in the continual support from our volunteers.
- Guidance and support from the Kitchen Garden Specialist Teacher. At the beginning of every session an outline of the lesson is given to the volunteers and then again to the class when it begins. Further details about your role as a volunteer are included in this kit.
- 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 food.
- Adequate insurance coverage for the usual activities in the Kitchen Garden Program at Collingwood College.

Agreement of understanding

I have fully read this page and the attached Guidelines and hereby recognise, understand and accept my obligations as a volunteer with the Kitchen Garden at Collingwood College.

_____	_____	___/___/20___
Signature of Volunteer	Signature of Program Rep.	Dated

Kitchen Garden Program Volunteer Information Form

PLEASE PRINT CLEARLY USING A PEN

Name _____

Address _____

_____

Phone (Home) _____

(Mobile) _____

E-mail _____

Emergency Contact (Name & Phone)

_____

Personal Referee (Name & Phone)

_____

Relevant Skills _____

_____

Do you have any significant health issues that may affect your volunteering?

_____

- ☐ I have attached my in date Working with Children Check number, expiry date and a colour photocopy of the card (each side)
- ☐ I have read Collingwood Colleges Volunteer Policy https://www.collingwood.vic.edu.au/wp-content/uploads/2023/07/Volunteers-Policy-2023.pdf
- ☐ I have read Collingwood Colleges Child Safety Reporting and Responding Obligations and Procedures https://www.collingwood.vic.edu.au/wp-content/uploads/2023/06/Child-Safety-Reporting-and-Responding-Obligations-and-Procedures-2023.pdf
- ☐ I have read Collingwood Colleges Child Safety and Wellbeing Policy https://www.collingwood.vic.edu.au/wp-content/uploads/2023/06/Child-Safety-and-Wellbeing-Policy-2022.pdf
- ☐ I have read Collingwood Colleges Statement of Values Policy https://www.collingwood.vic.edu.au/wp-content/uploads/2023/07/Statement-of-Values-and-School-Philosophy.pdf
- ☐ I have signed the Agreement of Understanding

Volunteers will also be expected to act consistently with Department of Education and Training policies, to the extent that they apply to volunteers, including the Department's policies relating to Equal Opportunity and Anti-Discrimination, Sexual Harassment and Workplace Bullying.

TIME NOMINATION

- Please indicate your preferred volunteer times.
- You may choose a section or a whole day.
- Please note, we request you arrive at least 15 minutes prior to the kitchen and garden class starting times and allow 15-20 minutes after the class ends as well.

MONDAY K.G Block lesson	TUESDAY K.G Block lesson	WEDNESDAY K.G Block lesson
	9 am-11am	
11.30am-1.30pm	11.30am-1.30pm	11.30am-1.30pm

The information provided on this form will be available to Staff of the Program and the School.
You are entitled access to your file at any time.

Kitchen Garden Volunteer Induction Form

This form should be completed by: THE KITCHEN OR GARDEN SPECIALIST TEACHER with the Volunteer, at the volunteer's commencement.

Name of Volunteer _____

Tick as completed

☐ Provided a copy of their full COVID 19 vaccination history to the Business Manager (if currently required by DET)

☐ Ensured the volunteer has a copy of this volunteer information kit completed and signed by both parties

☐ Filled out Volunteer Information Form (to be kept on CC file)

☐ Provided a in date Working with Children Check (to be on file in CC office). We need your Working with Children Check (WWCC) number and to have a colour photocopy (front and back) of your WWCC card

NOTE: Working with Children check is valid for 5 years

☐ Fill out/sign Collingwood College Kitchen garden allergy/media permission forms

☐ Given an introduction to the Stephanie Alexander Kitchen Garden Foundation and the Kitchen Garden Program at Collingwood College and their role as a volunteer in the program (tour and induction)

☐ Have explained to you how to contact the School and Kitchen Garden Teacher

☐ Have explained to you; The importance of arriving on time (early) and letting us know if you are not coming or are sick (as early as convenient – this information is in the kit)

☐ Discussed the volunteer's interests and what they are thinking about in regard to Kitchen Garden Program. Ensured the volunteer has had all their questions about the program answered. Ensure they know where the Primary Principal office is and the process for privately / anonymously lodging suggestions or complaints

☐ Shown the volunteer around the Kitchen Garden and other relevant areas of the School, ensuring the volunteer feels comfortable to locate the School Reception and Office, the Kitchen, the Garden, Staff and Student Toilets, First Aid Kits / Sick Bay, and is familiar with emergency procedures and COVID 19 OHS procedures.

☐ Ensured the volunteer knows where to store their coat and bag. (Another volunteer can be responsible for conveying this information)

☐ Inform them of the policies and procedures to do with being in a position of trust. This should include those that engender a culture of respect for students and their rights, issues of confidentiality, that all discipline is to be taken by specialist, class teachers, and two adults must be present with students at all times. If any concerns arise, discuss these with volunteer

☐ Have explained to them the Australian Mandatory Reporting Guidelines in Schools as a requirement under Ministerial Order No. 870- Child Safe Standards

☐ Introduce the volunteer to other staff and volunteers working at the same time as them

_____	_____	___/___/20___
Signature of Volunteer	Signature of Program Rep.	Dated

Stephanie Alexander
KITCHEN GARDEN
COLLINGWOOD COLLEGE
Growing Harvesting Preparing Sharing

Volunteer Guidelines

Important things to remember

- Reliability and continuity. It is highly desirable that volunteers commit to the same class/es each week for at least six months. It allows your relationship with the children to develop and is also easier for you to be familiar with your environment.
- Firm and kind instruction. Humour is a key ingredient, when working with young people! Your role is one of facilitator, rather than a leader who imposes direction. Be a good model. Everyone is there to learn and have fun. Volunteers are not expected to be the disciplinarians, so seek specialist teacher intervention if the firm and kind approach does not seem to be working!
- Encourage everyone in the group to participate and share the load. It is important that you don't do the work, but instead demonstrate and work with the children. Show them rather than tell them.
- Encourage students to use their senses to; touch, taste, smell, hear & see things around them.
- Safety. Practise safe bending and equipment use and encourage the children to do the same.
- Cleanliness. Making a mess and getting dirty does not really matter, however cleaning up at the end of the class does - which often involves assisting students to take it in turns.
- Confidentiality. Volunteer's have a trusted relationship with the students, please respect this.
- Accepting direction from the KITCHEN GARDEN TEACHER. The Kitchen Garden teacher runs the lesson; your role is to assist and support them in this.
- Philosophy & Values. Volunteers should act according to the philosophy and the values of Collingwood College and Kitchen Garden Program (as on our website).

Above all, we would encourage every volunteer to enjoy their time
sharing the learning during their Kitchen Garden lessons with our students.

Practical matters

Collingwood College is located on the corner Cromwell Street & McCutcheon Way. Collingwood College is best accessed from the south side of the school. Turn off Hoddle Street onto Gipps Street, then north up either Cromwell Street or Islington Street. You are welcome to park in the school carparks at the end of these two streets, as there are many ticket inspectors around and not much other parking. Please see the K.G staff if unsure what to do. Unfortunately, it does not guarantee a car parking space!

Please arrive at least 15 minutes before the beginning of the class so you can:

- Sign in on the K.G Volunteer sheet in the at K.G office and wear your VOLUNTEER lanyard on display at all times. Please sign out when you leave and leave the lanyard.
- Be briefed on your activity by the Specialist Teacher.
- Enjoy a catch up with your fellow volunteers.

If you are unable to attend, please telephone Collingwood College front office and ask for your message to be passed on to the Specialist Teacher.
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- PH: 03 9417 6681

- All volunteers contact Kitchen Specialist Teacher Desley Insall.
  Desley's email is Desley.insall@education.vic.gov.au

- In the Garden

Produce that is grown in the garden is harvested, then prepared and shared by the students in their kitchen class. Many different activities take place in the garden class.

Garden class lesson format

It would be ideal if you could be in the garden fifteen minutes before the class commences to discuss the class plan. Don't forget to sign in as a visitor. Please wear closed toes shoes, appropriate clothes and a sunhat during the Term 1 & 4, as we are a sun-smart school.

At both the beginning and the end of the class the students gather together, to learn about the days tasks and discuss what they have learnt. For the rest of the class-time they go about their garden activities divided into small groups of 3-4 students. Each group works with a volunteer under the supervision of the K.G teacher. To finish the class, a final verbal class reflection of their learning and efforts are discussed and students say a heartfelt thank-you to volunteers.

Examples of activities each group carries out in the garden include preparing beds, sowing seeds, sorting seeds, harvesting, mulching, composting, investigating the garden ecosystem and art projects.

- In the Kitchen

Remember, as Stephanie Alexander says, 'above all cooking should be fun, and the food delicious'.

Kitchen class lesson format

It would be ideal if you could be in the classroom fifteen minutes before the class commences, to become familiar with the learning aim of the lesson, menu and the seasonal harvest. Don't forget to sign in as a visitor at the School.

The first 15 minutes are spent washing hands, putting on aprons, sitting quietly at the tables to listen to the menu for the day and to discuss the ingredients and techniques we will be using.

Each class is divided into permanent groups comprising 3-4 students and is allocated a permanent 'station' to provide continuity (with a volunteer facilitating) and engender a sense of ownership and responsibility for the space and equipment.

The menu comprises vegetable and salad dishes and can include accompaniments such as homemade preserves, occasionally a dessert dish. Each station is given a different dish to prepare and they are given one copy of the recipe to follow and the necessary ingredients. Students harvest their fresh ingredients from our beautiful kitchen harvest table. The recipes vary in their degree of difficulty and we rotate the easy/trickier/complex recipes weekly to allow the children to experience and master a range of skills. Ideally there is one volunteer per station to facilitate students sharing activities such as reading through the recipe, measuring ingredients, preparing the dish, serving in platters and cleaning up before the shared meal. Any students wandering from their assigned station should be asked calmly to return to the group.

When all parts of the menu are ready, we sit as a group and share the meal together. Adults assist with on topic conversations at the table and friendly assistance with passing of plates and water jugs is encouraged. Everyone sits and eats together: students, teacher and volunteers. Positive language around the taste, texture, aroma of the meal is encouraged by adults, opinions are listened to, respect is given to everyone's efforts within the K.G program. It is more than fine not to like a flavor-the "why" is always explored!

At the end of the meal each table is responsible for clearing and cleaning the table, and an allocated group of students operate the dishwasher, an exciting job! To finish the class, a final verbal class reflection of their learning and efforts are discussed and students say a heartfelt thank-you to volunteers.

Confidentiality & Complaints

Over time children can develop a trusting relationship with you and may disclose personal information. Please do not discuss this information with anyone (other volunteers or people at home or work), except if you are concerned by the nature of this information. Then you should discuss it with the Kitchen Garden Teacher as per Australian Mandatory Reporting Guidelines in Schools as a requirement under Ministerial Order No. 870- Child Safe Standards.

If you think the response inadequate or if the issue is of grave concern you should register your feelings in a Complaints Form and/or contact Principal Sam Luck. https://www.collingwood.vic.edu.au/wp-content/uploads/2023/07/Complaints-Policy-2023.pdf

If there are any issues around your volunteering with the program, please talk to your supervising Kitchen Garden Teacher or the school Principal. Alternatively, you may wish document your feelings on paper or in a Complaints Form and anonymously post them to the school. There are outlined procedures for dealing with complaints and you are welcome to ask about this process.

February 2024

Dear volunteer,

We would like to hear about any special requirements relevant to you.

Please let us know of any ALLERGIES or other medical issues and the precautions needed. For example, are you allergic to bees, ants, nuts or any other thing?
What is the procedure for dealing with exposure to the allergy, do you have a medical plan/medication and where is it kept?

This is important so that Collingwood College staff and other volunteers can be alert and exercise adequate caution while working with you during the K.G lessons.

Please also inform us about any other dietary requirements you may have. They may not be life threatening, like allergies, but may cause discomfort to you, as in the case of intolerance to wheat or dairy products. Other examples of dietary requirements are Halal, Kosher, Vegetarian, or Vegan food. Please indicate how strictly you must adhere to these requirements.

A form is attached, please complete it in and return it to Desley Insall as soon as possible.

On the reverse of the Allergy and Dietary Requirement form is a form to permit the use of any photographic image of you on our Collingwood College school website, digital newsletter or display boards, as well as Stephanie Alexander Kitchen Garden Foundation's website and in other publicity materials (such as newspaper and television articles). This is an exciting program, and the media are very interested. Any publicity we generate will help to further the program at Collingwood College and other schools and also raises community support for this educational program. Could you please sign this form indicating your wishes regarding the use/or not of your image to promote the Kitchen Garden Program?

If you would like to discuss any of these matters further, please feel free to contact me on 9417 6681 or send an email to me at

Desley.insall@education.vic.gov.au

Kind Regards,

Desley Insall
Kitchen Specialist Teacher and Kitchen Garden Co-ordinator
Collingwood College Kitchen Garden Program

ALLERGY AND DIETARY REQUIREMENTS FORM

For volunteers participating in the
Kitchen Garden Program at Collingwood College

PLEASE PRINT CLEARLY and return to Desley Insall or the office staff soon as possible

Name _____

Known Allergies YES / NO (circle one)
Please give details of all dietary and other allergies. Please supply a ASCIA allergy management plan where needed and information of any medicines and where you keep them.

_____

_____

_____

_____

Other Dietary Requirements YES / NO (circle one)
Please give details

_____

_____

How strictly is this adhered to?

_____

_____

Name printed _____ Signature _____

Date ____/____/ 2024

PLEASE FILL IN
BOTH SIDES OF FORM

MEDIA PERMISSION FORM

For volunteers participating in the
Kitchen Garden Program at Collingwood College

PLEASE PRINT CLEARLY and return to Desley Insall as soon as possible

I give my permission for myself

(Your Name) _____

to be photographed and for the image to be used for promotion of the Stephanie Alexander Kitchen Garden Program at Collingwood College. I understand the image may appear on the school website, Instagram, digital newsletter, display boards or on Stephanie Alexander Kitchen Garden Foundation general publicity material and on their website www.kitchengardenfoundation.org.au) and may also be used to promote the goals and values of the Stephanie Alexander Kitchen Garden Foundation more widely.

Name printed _____ Signature _____

Date ____/____/ 2024

PLEASE FILL IN
BOTH SIDES OF FORM