

## Volunteer Information Kit 2018

Thank you for your interest in becoming a volunteer within the Kitchen Garden at Collingwood College. You can volunteer in the Kitchen, in the Garden or in both. 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 and has been developed and run by our school specialist staff, adhering to TSAKGP philosophy 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 facets of the project - 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 young students to the wonderful world of good food through developing and maintaining a productive food garden, orchard and raising chickens. Students learn and practise cooking skills, correct terminology and prepare a vast repertoire of delicious seasonal based dishes in our purpose designed and built beautiful school kitchen. Both Kitchen Garden learning spaces are nurturing places to share and gain food knowledge and are an integral part of our school curriculum. We aim to engage the curiosity of the young students and to assist them in learning how to grow delicious seasonal food in a sustainable and ethical way, how to develop and care for a food garden, how to recognise when food is ripe and at its best, how to prepare it easily and enjoyably and how to develop an expanding culinary palate. We also aim for our students to be excited by all of these experiences and take ownership of their learning journey. 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 to eat others.

### 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 the whole day, or just for one class. It is essential to undertake a **Working with Children Check**, and this is a requirement of the Program. You may start the introductory side of being a volunteer; once you have lodged your application at an Australian Post Office and received your lodgment number. Classes usually run Monday, Tuesday and Wednesday in both the kitchen and garden. We welcome email inquiries.

A school tour and chat is 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, as much as the work of everyone else in the K.G team.
- Guidance and support from the Kitchen and Garden Specialist Teachers. 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 Working with Children Check number and a colour photocopy of the card with that include a current photo

☐ I have signed the Agreement of Understanding

I would like to volunteer in the ☐☐ GARDEN  
☐☐☐☐☐ KITCHEN  
☐☐☐☐☐ WHERE I AM NEEDED MOST

### 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<br>KITCHEN | TUESDAY<br>KITCHEN | WEDNESDAY<br>KITCHEN                         | MONDAY<br>GARDEN | TUESDAY<br>GARDEN | WEDNESDAY<br>GARDEN | FRIDAY<br>GARDEN |
|-------------------|--------------------|--|------------------|-------------------|---------------------|------------------|
|                   |                    | 9.15 am- 10.45 am                            | 9.45-10.45       | 9.45-10.45        |                     | 11.10-12.10pm    |
| 11.30am- 1 pm     | 11.30am- 1 pm      | 11.30am- 1 pm                                | 12.10-1.05       |                   |                     | 12.10-1.05pm     |
| 1.30am- 3 pm      | 1.30am- 3 pm       | 1.30am- 3 pm<br>(Every 2 <sup>nd</sup> week) |                  |                   | 1.55-3pm            | 1.55-3pm         |

*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

- ☐ Ensured the volunteer has a copy of this volunteer information kit.
- ☐ Signed Agreement of Understanding (should be on file)
- ☐ Filled out Volunteer Information Form (should be on file)
- ☐ Provided a Working with Children Check (should be on file).  
We need your WwCC number and to have a colour photocopy of your I.D 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 with us (5 mins)
- ☐ Have explained to you; how to contact the School, the Kitchen and Garden Teacher's.
- ☐ Have explained to you; The importance of arriving on time (early), and letting us know 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 regards 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, is 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, School Canteen, First Aid Kits / Sick Bay, and is familiar with emergency 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.
- ☐ Introduce the volunteer to other staff and volunteers working at the same time as them.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Program Rep.

\_\_\_\_/\_\_\_\_/20\_\_\_\_  
Dated

## 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 and garden teachers run the lessons; your role is to assist them in this.
- **Philosophy & Values.** Volunteers should act according to the philosophy and the values of the Kitchen Garden Program (as on our website).

**Above all, we would encourage every volunteer to enjoy his or her 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. Once you are a volunteer of our school, you may have a school-parking permit. This permit needs to be updated yearly. Please see the Office staff in the reception and have your car registration number handy. Please see the K.G staff if unsure what to do.

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

- Sign in via the Computer terminal; print out your visitor/volunteer pass (keep it in your lanyard & on display at all times. Please sign out when you leave and recycle the lanyard).
- Be briefed on your activity by the specialist staff.
- Enjoy a catch up with your fellow volunteers.

All garden volunteers are invited to gather in the kitchen garden kitchen at lunchtime to eat their student cooked lunch and have a cuppa. This is a great opportunity to get to know the school better and meet the kitchen volunteers.

Please telephone if you are unable to attend:

- Gardeners contact the Garden Specialist: Ben Guest  
Ben's email is- [quest.benjamin.t@edumail.vic.gov.au](mailto:guest.benjamin.t@edumail.vic.gov.au)
- Kitchen volunteers contact Kitchen Specialist: Desley Insall  
(W) Direct school contact with mailbox -9412 7716  
Desley's email is [insall.desley.d@edumail.vic.gov.au](mailto:insall.desley.d@edumail.vic.gov.au)
- You can also ring the School's office and ask for your message to be passed on to the specialist Teacher.  
(Collingwood College's phone number is 94176681).
- School Primary Principal Prep-Yr 6 – Sam Luck

## • Volunteering 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 and collect your lanyard at the School first. Please wear closed toes shoes, appropriate clothes and a sunhat during the Term 1 & 4, as we are a sun-smart school.

Each garden class is one hour long. 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 they go about their garden activities divided into small groups of 4-5 students. Each group works under the supervision of a volunteer.

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.

## Volunteering 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 so you become familiar with the menu and timing the readiness of each dish for the mealtime. Don't forget to sign in as a visitor at the School first and collect and wear your lanyard.

Each kitchen lesson is one and half-hours in duration. 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.

Each week the menu comprises 5-7 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 time. Any students wandering from their assigned station should be asked to return to the group.

When all parts of the menu are ready we sit as a group and share the meal together. Group discussion at the table and friendly assistance with passing of plates and water jugs is encouraged; shouting across the room and getting up from the table is not. Everyone sits and eats together: children, teacher and volunteers. Positive language around the taste, texture, aroma of the meal is encourage 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 explored!

When the children have finished all the cooking and cleaning tasks in their own section there is a list of 'jobs to do on the board. At the end of the meal each table is responsible for clearing and cleaning the table, and a allocated group of students man the dishwasher, an exciting job!

## 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 (e.g. 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 or classroom teacher. 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 Primary Principal Prep-Yr 6, Sam Luck or whole school Principal, Dale Perichon.

If there are any issues around your volunteering with the program please talk to your supervising specialist teacher or the school Principal. Alternatively you may wish put 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.