

Sexual and racist harassment, and bullying

Under the Equal Opportunity Act, 1984, it is unlawful to subject a children, a fellow employee or volunteer worker to sexual or racist harassment.

The Director will investigate any reports of sexual or racist harassment or bullying. The Director will also maintain confidentiality, listen sympathetically and explain the complaint procedures to you.

Harassment and bullying consist of acts or behaviours which are directed against individuals or groups and which are experienced as insulting, offensive, demeaning, humiliating or intimidating. It can include belittling comments, ridicule, graffiti, name-calling, put-down jokes, attacks on property, exclusion, and physical violence.

Work Health and Safety

The Kindergarten is responsible for providing a safe working environment. You are asked to take reasonable responsibility for your own health and safety, and avoid the possibility of an accident or injury while you are at the Kindergarten. Special care is needed when lifting heavy objects. Do not be involved in any activity which is likely to put you, a child or anyone else at risk. Please familiarise yourself with emergency procedures for evacuation and invacuation, and report all injuries and accidents occurring whilst at the Kindergarten, to the Director as soon as possible.

Smoking.

Smoking is not permitted in buildings at all, and not on Kindergarten grounds.

Insurance

The Volunteers Protection Act, 2001, protects volunteers from being sued for an act or omission done or made in good faith and without recklessness while carrying out volunteer duties. The department manages claims for out-of-pocket expenses arising from personal injury sustained by volunteers in schools/preschools. Further information is available from on the DECD website.

Policies and guidelines

A range of policies and documents concerning the Kindergarten's operations can be found on the department's web site <http://www.decd.sa.gov.au>

Training

Information about training offered by the department can be found on:
<http://www.decd.sa.gov.au>

Other useful sites include:

www.saasso.asn.au

www.parenting.sa.gov.au

www.napcan.org.au

*Thank you for taking the time to read this information. Do not hesitate to speak with the Director if you have any concerns or require further information.
February 2016*



INFORMATION FOR VOLUNTEERS



Government of South Australia
Department for Education and
Child Development

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Volunteers are an integral part of our Kindergarten. Your participation in the work of the Kindergarten is greatly appreciated and valued. While the welfare of our children is our highest priority, we want to do everything possible to ensure your involvement is a rewarding experience. The following introductory information is provided to ensure that we exercise our responsibility for the safety of our children, and to strengthen our partnership with you.

Record keeping

The Kindergarten's staff need to know who at the Kindergarten at any one time, especially in case of emergency, so you will be required to "sign in" in the red book hanging by the main door, and "sign out" on your departure. Visitor badges are available inside the sign-in book.

Privacy and confidentiality

Kindergarten's must comply with Information Privacy Principles regarding the use and release of information. Any personal information (including names, addresses, telephone numbers, circumstances or situations of any nature) about children, staff and volunteers that you become aware of during your volunteer work must not be shared, unless it is required by law e.g. it is relevant for reporting alleged child abuse. Please refrain from making any comments about the use of individual care and teaching methodologies or behaviour guidance methods.

Conversations with children

Remember that you are acting as a role model to the children who observe you. Your language and topics of conversation should be above reproach.

Being alone with children

You should be within sight of a member of staff when working alone with an individual child. Do not shut or lock a door so that you are in a room alone with a child. You will not be required to mind a group of children in the absence of a staff member.

Toilets

Please use the staff toilets, and do not enter toilets allocated for children's use. You will not be required to assist with the toileting of children.

First aid

If a child is injured or ill, please advise a staff member as soon as possible. Staff will provide first aid/comfort to an injured or distressed child, and contact parents if necessary.

Touching children

Please refrain from unnecessarily touching children unless there is a genuine emergency.

Mandatory Notification of child abuse

Under the Children's Protection Act, 1993, as a volunteer you are obliged by law to notify Families SA if you suspect that a child (under the age of 18) has been abused or neglected. This is done by telephoning the Child Abuse Report Line on 131 478. Failure to notify suspected child abuse or neglect is an offence and carries a maximum penalty of a \$2,500 fine.

If you observe someone who works with children e.g. teacher, ECW or volunteer, acting in an inappropriate manner, telephone Families SA. Do not question those involved as this could compromise an investigation. The law does not require that you prove your suspicions, but it does require that you report your suspicions. Consult the Director or Staff member for advice if you feel the need.

Definitions of abuse:

Physical Abuse

"Physical abuse is any physical injury inflicted upon a child."

Sexual Abuse

"Sexual abuse is any sexual behaviour imposed on a child."

Emotional Abuse

"Emotional abuse is a chronic attitude or behaviour towards a child which is detrimental to or impairs the child's emotional and/or physical development."

Neglect

"Neglect refers to any serious omission or commission by a person which jeopardises or impairs the child's physical, intellectual or emotional development."