



Aldavilla Primary School Kitchen Garden Program

Volunteer Induction Kit

Thank you for your interest in becoming a volunteer with the Aldavilla 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 project – 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.

Your commitment to us

In order to achieve our aim we need people who are not only enthusiastic about making a difference but who are also able to make a genuine commitment. You can volunteer in the kitchen or the garden or both. It is highly desirable that volunteers commit to the same class each week and consider volunteering with us for at least one term or semester. It allows your relationship with the children to develop and also makes it easier for you to be comfortable in your environment. It also helps with planning! Volunteers are welcome to stay for the whole day and help with gardening in the afternoon or just for one kitchen class. It is universal practice to undertake a Working With Children Check declaration and provide to the office 100 points of identity, this is an essential requirement of the Program.

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 your Specialist will provide you with an outline of the lesson, which they will also give 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.

What to bring for the garden

- Hat
- Sunscreen
- Covered in shoes eg. workboots or runners
- Waterbottle
- Sunsmart clothing eg. T-shirt not singlet top
- Lunch or snacks

What to bring for the kitchen

- Covered in shoes
- Hair band to tie long hair back
- Your enthusiasm for fresh, flavoursome food!

Volunteers are Vital 😊



Aldavilla Primary School Kitchen Garden Program

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 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 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:

Aldavilla Primary School
Principal: Kathryn McNee
Sherwood Road, Aldavilla
Ph: 6563 1141

Kitchen Specialist & Garden Specialist - Craig Stelmack - 0488742602
craig.stelmack@det.nsw.edu.au

Program Coordinator

Teacher – ellen.lanesbury@det.nsw.edu.au

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

The Department of Education now requires volunteers at schools to provide 100 points of identification if they haven't volunteered before or during last 6 months. Please see the office, preferably before your cooking day, to complete the necessary documents. Thanks

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Aldavilla Primary School Kitchen Garden Program Volunteer Personal Information

Name: _____

Phone (home) _____ (mobile): _____

Email _____

Emergency contact (name & phone): _____

If you are a parent/grandparent/carer or friend of a child/children at Aldavilla 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 a copy of my Working with Children Check Declaration? YES/NO

I have agreed with the Agreement of Understanding (below) YES/NO

Photograph and Video consent

Do you give permission to be photographed and/or recorded on video by staff whilst volunteering in the kitchen/garden? (These photographs/videos may be used for displays within or outside the school, school promotion, media releases, partner businesses eg; grant providers, teaching aids etc)

Please circle YES/NO

Occasionally, these photographs or videos may be used on the school or Stephanie Alexander website or for marketing purposes. Do you consent to these photographs and/or video being used for these purposes?

Please circle YES/NO

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 Aldavilla 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 Aldavilla Primary School.

Signature of Volunteer

Signature of Program Representative

Date

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VOLUNTEER SAFETY INDUCTION CHECKLIST

- Toilets
- Emergency Assembly Area
- Fire Procedures
- First Aid Room
- First Aid Kit
- Staff Room – Tea & Coffee

- **GARDEN**
- Class structure eg. Introduction, garden class, pack up & debrief
- Working with tools
- Cleaning all equipment after use
- Tool stocktake after each session
- Set up/Pack up
- Allergies to Insect bites
- Watering plants, rolling up hose
- Planting seeds/seedlings, labelling seeds/seedlings
- Emergency assembly area – BOTTOM OVAL
- Evacuation procedures
- Lockdown procedures

KITCHEN

- Class structure eg. introduction, cooking, cleaning up and dining etc
- Safe handling and correct skills with kitchen knives
- Kitchen Station Procedures
- Utensils Stocktake after each class for each station
- Food Allergies/Intolerances
- Fire procedures
- Emergency assembly area – BOTTOM OVAL
- Evacuation Procedures
- Lockdown procedures

Congratulations on completing your induction training and
Welcome to the Kitchen Garden Team!

Volunteers are Vital 😊