



Kitchen Garden Volunteer Information for 2017

'Volunteers Information Session' on Thursday 9th February 2017 at 6pm in the school kitchen for all new kitchen and garden volunteers. All volunteers who are new to the program are required to attend.

Weekly classes will commence in the week beginning Monday 13th February 2017, from Monday to Thursday in the kitchen and Tuesday to Thursday in the garden.

Timetable of Classes for 2017

3C	9.00-11.00am	Thursday Kitchen Class	Chloe Hohneck	4C	11.30am-1.30pm	Wednesday Kitchen Class	Caroline Heath
3C	11.30am-12.30pm	Wednesday Garden Class	Chloe Hohneck	4C	10.00-11.00am	Tuesday Garden Class	Caroline Heath
3K	9.00-11.00am	Tuesday Kitchen Class	Kathryn Millett	4R	9.00am-11.00am	Wednesday Kitchen Class	Ryan Bouy
3K	9.00-10.00am	Thursday Garden Class	Kathryn Millett	4R	11.30am-12.30pm	Tuesday Garden Class	Ryan Bouy
3N	11.30am-1.30pm	Thursday Kitchen Class	Nat Payne	4S	11.30am-1.30pm	Tuesday Kitchen Class	Sarah Price
3N	10.00-11.00am	Wednesday Garden Class	Nat Payne	4S	9.00-10.00am	Wednesday Garden Class	Sarah Price
3V	9.00-11.00am	Monday Kitchen Class	Valerie Zedda	4T	11.30am-1.30pm	Monday Kitchen Class	Thess Lohman
3V	10.00-11.00am	Thursday Garden Class	Valerie Zedda	4T	12.30-1.30pm	Tuesday Garden Class	Thess Lohman

Program Staff Team for 2017

Kate Bulling: Garden Specialist

Janet Cameron: Kitchen Coordinator and Specialist, Monday, Tuesday, Wednesday

Sam Somerville Kitchen Specialist, Wednesday, Thursday, Friday

Kez Stubbs: School Office Administration/ Parent Rep and Booking System Liaison

Kathryn Millett: Program Coordination/ Class 3Teacher

Class teachers of Grade 3's and 4's.

The volunteer online booking system link is www.carebookings.com.au and D2TFT is the access code. A new online roster will be available at the end of each term for the next term.

If you are unable to access the online system, please contact the school office.

How can we assist each other?

In The Kitchen Garden Program we value the support of volunteers as they are integral to the success of the program on every level. The following includes information for all new and existing volunteers to assist with the safety and well-being of volunteers, students and staff.

Punctuality

Please arrive at the agreed time before the class begins to be briefed by the kitchen or garden teacher on the session activities or recipes.

As classes are back to back, please stay until the kitchen or garden clean up is finished where possible.

The Volunteer's Role

Your role is one of facilitator. Everyone is there to learn and enjoy the experience. Volunteers are not expected to need to be the disciplinarian, so seek teacher intervention if the firm and encouraging approach does not seem to be working with children assigned to your group.

Monitor safety of equipment and students.

Demonstrate and supervise but avoid doing the work where realistic.

Encourage all the children in the group to participate and equally share the load. Ask the children how they might do/find something first. Give them the opportunity to develop the skills necessary for the task whilst developing initiative and shared responsibility.

In the kitchen they should help clean as they go or before everyone sits down together to eat. Please sit down to eat and talk with us during food sharing time.

In the garden, supervise students to ensure all tools and equipment are gathered and then returned clean and safely. Ensure tools are not left in the garden. Please join us for the reporting session.

Confidentiality

Avoid talking about students, staff, or families to anyone.

Please be aware that private information about students is on view in the staff rooms.

If you find yourself in a situation where someone is talking to you about a child please excuse yourself or avoid commenting.

No photos are to be taken of any students.

Formation of groups

Each class is divided into 4 groups for kitchen and garden. In each session, please first go through the recipe or garden jobs before starting so everyone understands what they will be doing and what will be achieved.

We work collaboratively as a community to achieve the best for everyone involved.

Children have the opportunity to learn and develop relationships with different adults.

Sometimes volunteers will be able to work with their family member, but it's not always possible. Please encourage your family member to understand that as a volunteer, you are there as part of the class.

Safety and Duty of Care

Security Display, internal telephone, alarms etc are on display in the kitchen.

School phone number at office is 9531 2762

All volunteers are required to have a 'Working With Children Check' certificate. This can be obtained online, and is a bit like applying for a passport, except there is no cost if you are requesting it for volunteer purposes only. The school office is required to have a copy of every W.W.C. Check certificate or receipt before a volunteer commences. A copy of the issued receipt will suffice until the original arrives.

Please fill in the school's '2016 Volunteer Information' form provided or available at the school office. This is required to be updated every year you volunteer.

Please sign in the registration book/diary before each session, so you are covered under our school insurance.

Please store bags outside the kitchen and we request volunteers to keep phones out of kitchen.

Students, staff and volunteers are required to provide a clean apron for every kitchen session and have longer hair tied back. Hats must be worn in the garden during the times of the year when they are mandatory in the playground. Sunsmart clothing and closed toe shoes are recommended.

Practise and model safe handling of tools and equipment at all times. Instruct and monitor safe use.

Kitchen

- Use of knife boxes for everyone in the kitchen, every time
- Adults only to wash, dry and return knives or food processing equipment via knife boxes
- No sharp things eg food processing blades to be left in sinks

- Knives always placed at the back of cutting boards, or on table so it is impossible for one to fall or be knocked onto the floor
- Grate small amounts at a time. Any food with grated skin to be turfed in the compost
- Students are instructed not to lick fingers, spoons, bowls or utensils at any time, so please be consistent with this. Food needs to be tasted along the way but use appropriate ways to check progress, saltiness, sweetness etc

Garden

- Use plastic bucket to carry hand tools in and out of shed.
- Carry large tools by one's side, pointing downwards, without swinging or hitting ground.
- Hand held at the lower end of brooms, shovels and tools, (so student knows where the end is and is therefore not likely to make contact with someone)
- Keep secateurs at least a handspan away from one's hand when cutting
- Never run in the garden, especially with tools
- Use gloves to protect hands especially when placing hands in places where there may be spiders
- Wash hands after dirty jobs
- All harvested produce should go to the kitchen. Please do not encourage children to pick and eat produce in the garden.

Composting buckets for chicken food, garden compost and recycling bin provided. Please help your students identify where their rubbish should go.

First Aid/ Duty of care to students is the class teacher's responsibility

Please alert teacher to any potential blood spills, cuts, etc

- Blood handling and spills: teacher and specialists will handle
- School nurse and office staff may assist
- Some students may be sent to office by teacher for first aid
- All cuts to be covered immediately
- Gloves to be worn by students with a band aid
- Class teacher is responsible for students leaving class for toilet etc

Life Threatening Allergies

As we have students who have allergies to eggs, there will be particular systems to avoid cross contamination with spillage, tea towels, utensils etc

There are students who are highly allergic and may have anaphylactic reaction especially to nuts, so no nuts or nut products allowed in the kitchen at any time.

Other allergies students may have include to dairy, gluten, tomatoes, kiwi fruit, coconut, strawberries, grasses, hay, detergents

Time management in the kitchen-what we aim for!

It is important to aim to keep the students on task and on time. Our volunteers need to make sure the children are working safely at all times and working well in the kitchen, sharing the roles equitably. Please speak to the class teacher if you have any concerns re student engagement/welfare or the kitchen specialist re concerns with the recipe.

To enable duty responsibilities and set up time for all staff (to take into account wet day timetables, getting a break) volunteers need to monitor what we are doing to match time allowance.

We don't want to create stress for everyone and spoil experience by trying to do too much in the time we have, but we do need to all be responsible in managing the time.

We aim to achieve this but not create stress for everyone by rushing to fit in everything? So...

- Discuss recipe with students so they know what they are trying to achieve
- Assign students to clean as they go and share the roles
- Students not left to keep grazing at the table, so avoid having seconds
- Volunteers arriving and being briefed 10 minutes prior to class commencement
- Dessert, may be consumed at the table in one sitting or need to be taken back to class
- Students line up at kitchen with hands washed (will need washing again before cooking) apron on, but not to enter kitchen even if parents are staff or volunteers
- All sinks used for wash up and clean as you go
- Time line set up for each stage so everyone has something to work from

Cleaning Up

Encourage and delegate cleaning up as you go amongst students. Often teachers will need to be firm with the children to ensure this is done properly.

Before students sit down please make sure they have...

1. All dishes are done and put away.
2. The benches and sinks are clean.
3. The shelves and all other surfaces have been wiped.
4. Utensils are neat and organised.
5. Checked if there is anything else you could do to help such as folding tea- towels, filling up detergents, oils, sweeping the floor.
6. **At the end of eating and pack up**, rinse plates and cutlery, load dishwasher, wipe tables, wash and dry any further dishes, put away stools, empty compost and chicken food, empty recycling bins, collect dirty tea towels.
7. Room ready for next class!

Time management (how a session generally works)

Kitchen 90-120 minutes

8.50-9am Volunteers briefed 10 minutes
9-9.15 Aprons, hand wash
Specialist introduces foods/recipes to class
9.15-9.20 Small groups discuss recipes
9.20-10. 10am preparing
10.20-10.40 eating
10.40-11.00 cleaning up
Thank volunteers

Garden 60 minutes

Briefing of volunteers at start of session while children check out garden
10 - 15 minutes exploring garden and class introduction
5 minutes assigning groups and tasks
25 - 30 minutes garden tasks
5 minutes pack up
10 minutes journal recording and reporting back of activities
Thank volunteers

Encourage children to clean as they go so that not all dishes are left to the end.

Please be aware of the time as we all need to enjoy the meal at the same time, so all dishes need to be prepared and cooked and plated up onto two platters by 10.30 am for the first session or 1pm for the second session.

We love all our volunteers to sit and eat with us. Unfortunately we do not have time to linger over our food as we need to finish the class on time for the next session and to take into account other commitments people have. After the meal we need to clean the entire kitchen so it is ready for the next session.

Thank you we appreciate your commitment and continuity

We aim for it to be an enjoyable experience for volunteers, but realise it is hard work too!

2017 Victorian School Term Dates

Term 1: 1st February to 31st March

Term 2: 18th April to 30th June

Term 3: 17th July to 22nd September

Term 4: 9 October to 22 December

Usually there are no kitchen or garden classes in first and last week of each term. In autumn and spring, however, when the garden is abundant, garden classes may be held during the first and last week of term and planning weeks may occur during the term. There will be advanced notice re this.

Classes may be cancelled on the following dates or occasions

Curriculum Days TBA

House Cross Country, Term 2: Tuesday May 2nd (Some classes may be affected)

NAPLAN Grade 3 only, Term 2: Tuesday 9th, Wednesday 10th, Thursday 11th May (Some classes may be affected)

Term 3 School Production and Rehearsals

Grade 3 camp, term 4: TBA

Grade 4 Camp, term 4: TBA

Grade 4 Bike Ed: TBA

House Swimming Sports Term 4: Friday 8th December (To be confirmed)

Thank you for volunteering your time to help our students learn about looking after themselves and the planet. We hope you have a great year in the kitchen and garden in 2017.

Best Wishes

Kathryn Millett

Kitchen Garden Co-ordinator

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Please contact the school office on 9531 2762 or school email elwood.ps@edumail.vic.gov.au for further information.