

# KickStart for Kids – Safe Work Procedure

## BREAKFAST VOLUNTEER

**NOTE:** Please contact KickStart for Kids as soon as possible if you are unable to conduct a breakfast program

### PRIOR TO COMMENCING

- ✓ Provide copies of DCSI Police Clearance to KickStart for Kids (must be less than 3 years old).
- ✓ Meet with school contact (e.g. SSO, CPSW) prior to commencing volunteer role.
- ✓ Confirm breakfast program location, start and finishing times with school contact.

### TRAINING

- ✓ Ensure all volunteers have completed the Respond to Abuse and Neglect training and certificate provided to the school.
- ✓ Ensure all volunteers are competent in safe manual handling techniques.
- ✓ Ensure all volunteers are aware and have signed the volunteer Code of Conduct.

### BREAKFAST VOLUNTEER DUTIES

- ✓ Notify school office of your arrival and sign in the Visitors Book at school reception (schools may require you to wear a visitors badge).
- ✓ Set up the breakfast program in designated area; breakfast products, cutlery, bowls, plates, toaster, spreads etc.
- ✓ Provide breakfast program for designated time.

### ENDING OPERATIONS

- ✓ Clear away breakfast program; clean dishes, put breakfast products away (refrigerate perishable items).
- ✓ Notify the school office that the program is finished.
- ✓ Sign out in the School Visitors Book at school reception.

### EMERGENCY PROCEDURES

- ✓ First Aid is available at the school reception.
- ✓ Report any incidents to the KickStart for Kids supervisor as soon as reasonably practical.

### DON'T

- ✗ Do not use faulty equipment (toasters etc.). Report any faults immediately.