

# KickStart for Kids – Safe Work Procedure

## MENTORING VOLUNTEER

**NOTE:** Please contact KickStart for Kids as soon as possible if you are unable to conduct your mentoring.

### PRIOR TO COMMENCING

- ✓ Meet with KickStart for Kids supervisor and discuss appropriate school location and availability.
- ✓ Discuss preferred age and gender of child with KickStart for Kids.
- ✓ Provide copies of DCSI Police Clearance to KickStart for Kids and school (must be less than 3 years old).
- ✓ Meet with school contact (e.g. SSO, CPSW) prior to commencing volunteer role.
- ✓ Confirm mentoring location, start and finish time.

### TRAINING

- ✓ Ensure all volunteers have completed Respond to Abuse and Neglect training and certificate provided to the school.
- ✓ Ensure all volunteers are aware and have signed the code of conduct.

### MENTORING VOLUNTEER DUTIES

- ✓ Wear your KickStart for Kids badge.
- ✓ Notify school office of your arrival and sign in the Visitors Book at school reception (schools may require you to wear a visitors badge)
- ✓ Meet with mentee at arranged time and location (e.g. classroom)
- ✓ Spend the hour doing activities such as sport, cooking, reading, craft, and school work. Show an interest in the child's school life.
- ✓ Always follow the Mandatory Reporting guidelines for volunteering with children

### ENDING MENTORING

- ✓ Accompany child back to the care of a school employee (e.g. classroom, SSO, CPSW).
- ✓ Sign out in the School Visitors Book at school reception and notify staff you are leaving.
- ✓ Always maintain confidentiality.
- ✓ Always report any concerns to the school contact and KickStart for Kids.

### 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 (electrical items etc). Report any faults immediately.