

CANTEEN POLICY

We have an updated canteen policy in 2013, as we are a P & C run canteen all our policies are enforced by the P & C and the Canteen Supervisor. Our volunteers are always needed and greatly appreciated so could you please take the time to read this policy carefully to make our workplace a safer and happier place to work.

The Policy is as follows:

All volunteers need to fill in paperwork with Lee Audridge for a working with children check before volunteering in the canteen, this is legal paperwork that the school must have.

The canteen is run separately to the administration office so all volunteers that are on for the day need to keep the door shut from the admin to the canteen area.

All volunteers need to sign in before they start so they are covered by insurance in case of an accident.

There are to be no school children allowed in the canteen area at any time as they are not covered under our insurance policy.

We cannot have any inappropriate conversations had in the canteen area as it is heard throughout the administration area, where there are children coming and going at all times.

If you are on canteen and your child has a school issue to be dealt with we cannot take this into our own hands. You must tell your child to take the problem up with their teacher or the Principal and it will be dealt with in the appropriate way.

If there are any problems that may occur to do with the canteen could you please advise the Canteen Supervisor at any time.

Please ensure that all doors are locked and padlocked before leaving.

Thankyou for taking the time to read the policy, we are working hard to make our canteen a better place to work.

Kind regards

Michelle Swannack

P&C Canteen Supervisor

Tinonee Public School

Tammie Tang

P&C President

Tinonee Public School