



COCKBURN TOY LIBRARY

COOLBELLUP

Tuesday + Wednesday

9:30 - 11:30

Saturday

11:30-1:30

ATWELL

Saturday

9:30-11:30



WHO WE ARE

Cockburn Toy Library is a not-for-profit organisation run by local parents and volunteers. Residents of Cockburn and the surrounding areas can become members and borrow toys. We are located in Coolbellup and Atwell.

We aim to provide a wide range of quality toys, puzzles and games which promote the physical and cognitive development of children up to 7 years of age. Library sessions are run by members and community volunteers.

2300+ toys



Toy Librarians

Marissa
she/her



Moss
he/him



Nathan
he/him



Role of the toy librarian

This is the paid staff member who is responsible for the smooth running of toy library sessions. They will assign tasks for the session.



Role of volunteers

This is YOU, a person who helps complete tasks at the toy library to support our member families. Your work will ensure we are always working to be the best possible toy library.

Volunteering in a toy library is a unique experience and different to a book library. Toys need to be counted and checked before being returned to the shelves.

We also use a software program specific to toy libraries.



You will be taught how to complete each task and you can always ask to be shown again if you need.

Volunteers support the running of the Cockburn Toy Library.

During your first session you will be given a tour of the library, shown the bathroom, kitchen, where to store your belongings and other key details.

One of the first tasks you will learn is the returns process.

During each session you will wear an apron and name badge. This helps members know who is volunteering in that session.

We are happy to have you join the volunteering crew at Cockburn Toy Library. We hope you have an enjoyable experience with us.

Thank you!

Volunteer Handbook



Toy Libraries



AUSTRALIA

Contents

Key people at Cockburn Toy Library	2
Policies	3
Key volunteer details	6
Day to day volunteering	7



Octoplay

Play is fun in every language!

Contact Us



ctl@toylibrary.com.au



<https://www.cockburntoylibrary.com/>
www.facebook.com/cockburntoylibrary
Instagram: @cockburntoylibrary



30 Mopsa Way, Coolbellup



Atwell Community Centre,
9 Lombe Gardens, Atwell



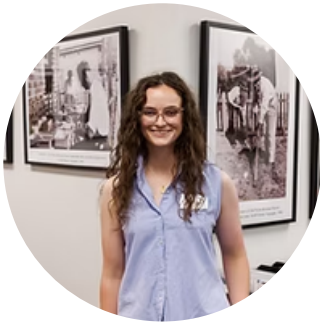
Key people



PRESIDENT

Heather Barrett

she/her



Heather comes from a long line of teachers and librarians with a love of learning and play in their blood. A qualified teacher, Heather has a background in supporting children and young people with diverse educational needs, ensuring that everyone has the opportunity to engage with their world in ways that bring them joy. Heather now works in the higher education sector, working with students to continue cultivating curiosity and growth at all ages and stages.

TOY LIBRARIANS

Paid staff members who are responsible for the smooth running of toy library sessions. They will assign tasks and are available to assist during your session.



Marissa

Dee

she/her



Moss

Lysakowski

he/him



Nathan

Simpson

he/him



Volunteering Policies

Child Safe Policy & WWCC

The Cockburn Toy Library aims to create a culture where all staff, volunteers, caregivers, and children feel confident and comfortable to raise and discuss child safety concerns. The Committee and paid staff members are responsible for promoting the understanding that child safety is everyone's responsibility. We work to ensure all families, staff, and volunteers know what to do and who to tell if they observe abuse or inappropriate behaviour, or are a victim.

Community volunteers over the age of 18 and Committee members are required to hold current Working With Children Checks. They are also required to read and agree to the Cockburn Toy Library Code of Conduct.

Volunteers play an important role in keeping the community safe and can discuss any concerns or questions with the supervising librarian or President. Everyone at Cockburn Toy Library is responsible for the care and protection of children.

Privacy

We treat all personal information as sensitive and handle information in line with Australian laws. Information we collect will not be shared or used outside of the Cockburn Toy Library context, except as required by law or by agreement with the people involved.

Youth Volunteering

We welcome all volunteers to the Cockburn Toy Library. The safety and wellbeing of the community is our priority. We aim to create a culture where everyone feels confident and comfortable to talk about child safety concerns. The Committee and paid staff members are responsible for promoting the understanding that child safety is everyone's job. We work to ensure all families, staff, and volunteers know what to do and who to tell if they observe abuse or inappropriate behaviour, or are a victim.

To support these goals, volunteers under the age of 15 must be accompanied by a responsible adult. Volunteers between the age of 15 and 18 will be asked to complete a parent/guardian consent form to be able to volunteer unattended by a guardian.

Occupational Health and Safety

Protecting the health and safety of staff, volunteers, and members whilst at the Cockburn Toy Library is our top priority. We have clear processes to complete certain tasks. We have tools to support tasks to be completed safely, including step stools and trolleys. Wheeled and heavy toys are to be placed on lower or ground-level shelves to prevent falling items. Keeping walkways clear of toy boxes and loose parts helps keep the library a safe place for all.

Toy Safety

Toys containing batteries must have a secure battery compartment accessible only with a tool to prevent potential harm to children. If a compartment is broken, it must be reported to the toy librarian so the toy can be removed from the library. Damaged or broken toys should be reported to the Toy Librarian as soon as they are noticed.

First Aid

Both library branches have a first aid kit. If you need first aid, please speak to the Toy Librarian.

If you have a first aid certificate and would like to be recorded as a first aider for the sessions that you volunteer, please let one of the Toy Librarians know.

Evacuation Procedure

In the event of an emergency evacuation, please follow the directions of the Toy Librarian.

The emergency exit for the Coolbellup branch is the main entry door. If this is blocked, exit through the door that connects the toy library to the Kindy (door beside the toilet). The muster point is the car park out the front of the toy library.

The emergency exit for the Atwell branch is the door leading to the outdoor playground. The muster point is the car park adjacent to Lombe Gardens.

Fire Warden

In the event of a fire, please follow the directions of the Toy Librarian who acts as the Fire Warden.



Key volunteering details



Opening Times

Opening times are published on our website. Closures will be communicated via email, text, and published on Instagram and Facebook stories.

What to do if you can't attend

We appreciate that you are volunteering your time to spend at the toy library and recognise that it is valuable. If you cannot attend your shift for any reason, please email ctl.toylibrary@gmail.com. You can also reply to the email reminder about the volunteer shift.

Dress Code

Please wear appropriate shoes to protect your feet in the library and clothes that allow you to move easily and complete tasks. You will be given a blue apron to wear during your shift to help members identify you.

Supervision

Volunteers are supervised by the Toy Librarian, who is responsible for ensuring that all persons at the library are behaving in ways that are safe and appropriate, in line with the Code of Conduct.

Volunteers who bring their children to the toy library must supervise their children at all times. As with visiting the library to borrow toys, we ask that children play with one toy at a time and return the toy to the shelf when they have finished playing. We appreciate caregiver support in role-modelling and encouraging children's care for the library space.





Day to day volunteering

Volunteers play an essential role in supporting Cockburn Toy Library operations. At your first shift, you will be given a tour of the library, shown the bathrooms, kitchen, where to store your belongings, and other key details.

An average shift will look like this:

Start of session set up:

- Set up the loans and returns desk.
- Set out some shed toys in front of the shed.
- Move the costume rack outside.
- Put out signage.
- Return any toys left from previous sessions to the shelves.
- Set up trolleys for members to access

General tasks during the session-

- Greet members when they arrive.
- Count and process toys as they are returned.
- Assist families with carrying toys to their cars.
- Loan toys.
- Tidy shelving and neaten the library space.
- Reunite pieces in the Lost Box (Atwell) and Wally Box (Coolbellup) with toys.
- Use spare parts to get toys back to being borrowable.
- Raking leaves and tidying the garden (Coolbellup).



Every volunteer has different interests and strengths. We want to support you to get the most out of your volunteering experience at the Cockburn Toy Library. Please speak with the Toy Librarian to discuss how we can best use your experience to support the library.

Parent/Guardian Consent Form

Cockburn Toy Library welcomes all volunteers.

Volunteers under the age of 15 must have a responsible person present with them at all times.

For volunteers between the ages of 15 to 18, this form must be completed before they can attend a volunteer session on their own.



Child's details

Full name	
Age:	
School year:	
Details of medical conditions or support needs:	

Parent/guardian details

Full name	
Address:	
Phone:	
Email address:	
Relationship to the volunteer:	

Emergency contact

Full name	
Address:	
Phone:	
Email address:	
Relationship to the volunteer:	

Parent/guardian declaration

I, the parent / guardian named on Page 1, confirm:

- 1. I understand and give my full consent for the child named above to be engaged as a volunteer at the Cockburn Toy Library.
- 2. I understand that the volunteer role will take place on site at Cockburn Toy Library at (circle relevant location) 30 Mopsa Way, Coolbellup, and/or 9 Lombe Gardens, Atwell, and will involve a variety of tasks including assisting with returns of toys, toy maintenance, lifting and carrying, and other tasks.
- 3. I will only allow the child to attend Cockburn Toy Library as a volunteer at times and days when the child is not required to attend school.
- 4. If at any time I wish to discuss the child's volunteering activities, I can email Heather Barrett (Cockburn Toy Library Present) at ctl.toylibrary@gmail.com

Full Name: _____

Signature: _____

Date: _____