



Participation of Volunteers and Students

Approved by board on: 20th September 2023
Scheduled review date: 20th September 2025

Introduction

Our service is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance.

Students attend practicum periods, volunteers may choose to spend time in the Preschool along with maintenance personnel, educators and staff from other services and other authorised volunteers.

The presence of volunteers and students at the service must be monitored and documented.

The Preschool encourages student and volunteer participations as we are committed to assisting students gain valuable experience in the early childhood sector.

Purpose

To keep up to date records relating to volunteers and students to our Preschool. Educators and staff will abide by regulatory protocol when visitors are in the Preschool.

Our Preschool values volunteer participation as a connection to our local community and exposure to a range of people and experiences. Accepting students on placement is part of our professional responsibility to support our sector and provide valuable experience and learning opportunities.

Policy

- All students and volunteers will be required to undertake a working with children check (or equivalent)
- Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee

Volunteers and students must not be asked to perform tasks:

- that they are untrained, unqualified or too inexperienced to undertake
- that put the children or themselves in a vulnerable or potentially unsafe situation
- while unsupervised by an employed educator.

The Approved Provider, Nominated Supervisor or Responsible Person will:

- ensure the service operates in line with the Education and Care Services National Law and National Regulations 2011 with regard to the delivery and collection of children at all times.
- ensure that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- ensure that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.

Participation of Volunteers and Students

- Ensure that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where permitting the parent's entry would pose a risk to the safety of children or educator, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law, or if the Approved Provider or Nominated Supervisor reasonably believes that permitting the parent's entry would contravene a court order.
- ensure that the staff record contains information on all volunteers/ students attending the service with details of name, address, date of birth, days and hours of participation and details of the working with children check (or equivalent).
- Maintain a visitors book and request sign in of all visitors to the service;
- Provide supervision, guidance and advice to ensure adherence to policy at all times.
- Ensure that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Ensure that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Provide volunteers/students and parents/guardians with access to all service policies and procedures.
- Ensure that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures.
- Conduct risk assessment around volunteers and student participation in the program.

Educators and staff will:

- Comply with the requirement that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Comply with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Enable parents/guardians of children attending the service to access the service premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff.
- Encourage the participation and involvement of parents/guardians at the service.

Student/ Volunteer will

- Ensure they have provided all details required to complete the staff record.
- Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy).
- Present a current working with children check (unless exempt due to being under the age of 18)

Participation of Volunteers and Students

- Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertaking the induction process and complete the induction checklist prior to commencement at the service. Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.