



# Participation of Volunteers & Students

## QUALITY AREA 4: STAFFING ARRANGEMENT

### Policy Statement

Our service is committed to providing a safe environment for all children where their health, safety and wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

### Goals / What are we going to do?

Our education and care service 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.

### Strategies / How will it be done?

◁ All students and volunteers will be required to undertake a working with children check from this date. 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.

◁ Parents/guardians and family members closely related to children attending the Centre are exempt from needing a WWCC.

◁ 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.

### Placement will be offered to:

High school students who wish to gain experience as part of a school program.

◁ The participating school must initiate the work experience, identify the student's suitability and work with the Nominated Supervisor in relation to times and expectations.

» The school must provide written authorisation for the student and a copy of insurance. This will be kept on file.

» Are placed to observe practical application of early childhood techniques and to acquire practical knowledge.

◁ Students attending other registered training organisations and studying a relevant field, such as childcare, teaching.

» The training organisation must initiate the placement, identify the student's suitability and work with the Nominated Supervisor in relation to times and expectations. The training organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file at the Centre.

» It is intended to assist students observe the relationship between study and practical education being offered.

◁ All placements will be negotiated with the Nominated Supervisor. Placement will only be accepted at the discretion of the Nominated Supervisor based on factors such as staff ability to supervise and time available to help the students.

◁ Parental permission must be obtained prior to any observations. Use of a code to identify children with no names to be used and only the month and year of birth to be recorded.

### **Student – Fail Procedure**

◁ If staff feel that the student is at risk of failing their practicum, the following steps are to be taken:

» Nominated Supervisor is to discuss these issues with the student.

» The Nominated Supervisor is to arrange with the students teacher/supervisor to visit the Centre and discuss issues that have arisen.

» The education institution of the student will ultimately determine the outcome of the practicum.

### **Termination of Practicum**

◁ Termination of student's placement will occur if:

» The student harms a child in the care of this childcare centre;

» The student is under the influence of drugs or alcohol;

» The student has disregard for the Centre and fails to notify if not able to attend the Centre;

» The student is observed using repeated inappropriate behaviour at the Centre;

» The student does not comply with all policies and procedures addressed in the student package;

» The student does not provide a photo with an introduction on commencement.

## Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<p>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.</p> <ul style="list-style-type: none"> <li>◁ Ensuring 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.</li> <li>◁ Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.</li> <li>◁ Ensuring 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 this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.</li> <li>◁ Ensuring 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 (WWC) check.</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>◁ Maintain a Visitors book and request sign in and out of all visitors to the Centre. The book will include visitor full name, date and hours of each visitors time at the Centre.</li> <li>◁ Provide supervision, guidance and advice to ensure adherence to the policy at all times.</li> <li>◁ Ensuring 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.</li> <li>◁ Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.</li> <li>◁ Providing volunteers/students and parents/guardians with access to all service policies and procedures.</li> <li>◁ Ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures.</li> <li>◁ Provide a modified induction to the Centre, which will include a tour of the Centre, introductions to staff, duties and expectations for volunteers and code of conduct (attached appendix)</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>◁ Welcome visitors to the Centre and seek information on their reason for visiting.</li> <li>◁ Direct visitors appropriately and make the Nominated Supervisor or Certified Supervisor aware of a visitor's presence in the Centre.</li> </ul>

	<p>◁ Complying 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.</p> <p>◁ Complying with the requirement that volunteers/students and parents/ guardians are not left with sole supervision of individual children or groups of children.</p> <p>◁ Enabling 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.</p> <p>◁ Encouraging the participation and involvement of parents/guardians at the service.</p>
Student/ Volunteer	<p>◁ Ensuring they have provided all details required to complete the staff record.</p> <p>◁ Undertaking a WWC check and presenting a current WWC check.</p> <p>◁ Understanding and signing the volunteer Confidentiality Form in regards to information relating to staff and families within the service (refer to Privacy and Confidentiality policy).</p> <p>◁ 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.</p> <p>◁ Will make contact prior to commencing their placement and organise an induction session with the Nominated Supervisor.</p> <p>◁ Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.</p>
Families	<p>◁ Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service.</p> <p>◁ Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.</p>

## **Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the service will review this Policy every 2 years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

### **RELATED GUIDELINES, STANDARDS, FRAMEWORKS**

- ◁ National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.2
- ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.1.3

### **SOURCES**

- ◁ Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- ◁ NSW Office of the Children's Guardian – [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

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