

PARTICIPATION OF VOLUNTEERS & STUDENTS



Reviewed May 2023

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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 outline in this policy.

GOALS

Our 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

- 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.

ROLES AND RESPONSIBILITIES

Approved Provider responsibilities

- I. Ensuring 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.
- II. 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.
- III. Ensuring that volunteers / students and parents / guardians are not left with sole supervision of individual children or groups of children.
- IV. 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 check (or equivalent).

Nominated Supervisor responsibilities

- I. Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- II. 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.

- III. Ensuring that volunteers / students and parents / guardians are not left with sole supervision of individual children or groups of children.
- IV. Providing volunteers / students and parents / guardians with access to all service policies and procedures.
- V. Ensuring that volunteers / students and parents / guardians comply with the National Regulations and all service policies and procedures.
- VI. Ensure that volunteers / students / parents / guardians are aware of children with allergies or medications within the service.
- VII. Ensure that volunteers / students have completed ASCIA anaphylaxis e-training prior to commencing placement.

Educator responsibilities

- I. 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.
- II. Complying with the requirement that volunteers / students and parents / guardians are not left with the sole supervision of individual children or groups of children.
- III. 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.
- IV. Encouraging the participation and involvement of parents / guardians / volunteers / students at the service.

Student / Volunteer responsibilities

- I. Ensuring they have provided all details required to complete the staff record.
- II. Undertaking and presenting a current and valid Working With Children Check (unless exempt due to being under the age of 18).
- III. Ensure they are aware of children with allergies or medications with respect to maintaining confidentiality.
- IV. Complete ASCIA anaphylaxis E-training and provide certificate before commencement of placement / volunteer work.
- V. Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (refer to *Privacy and Confidentiality Policy*) including no photos of children.
- VI. 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.
- VII. Undertaking the induction process and completing the induction checklist prior to commencement at the service.
- VIII. Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- IX. Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.

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Families responsibilities

- I. Complying with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, while attending the service.
- II. Following directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

RELATED GUIDELINES, STANDARDS, FRAMEWORKS, LEGISLATION

National Quality Standards

Quality Area 4: Staffing Arrangements – Standard 4.2
Quality Area 7: Governance and Leadership – Standard 7.1.3

Legislation

Education and Care Services National Law Act 2010: Sections 166(3)
Education and Care Services National Regulations: Regulations 149, 168
(2)(i)(ii)

Australian Child Protection Legislation
www.aifs.gov.au/cfca/publications/Australian-child-protection-legislation

Office of the Childrens Guardian: Child Safe Standards

Standard 1: Child safety is embedded in the organisational leadership, governance and culture.
Standard 3: Families and communities are informed and involved.
Standard 5: People working with children are suitable and supported.
Standard 7: Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
Standard 10: Policies and procedures document how the organisation is child safe.

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 two 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.