



PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Quality Area 4: Staffing arrangements

POLICY STATEMENT

Our service is committed to providing a safe environment for all children where their health, safety 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 AND PRACTICES

- 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
- As part of maintaining a safe and secure environment for children, educators closely supervise students while imparting relevant skills and knowledge.
- All students and visitors are to sign in and sign out while at the centre. Details to be provided in the book are the date, printed name, address and phone number, brief reason for visiting, time in and time out, and signature. Students are to remain within sight and sound of an educator at all times – including excursions – when in the presence of children (i.e. they are not to be left alone with a child).
- Students are not to take part in nappy changing/toileting or changing children unless it directly relates to a task and is under direct supervision of their mentor.
- The placement of students at the Service will be terminated if they do not adhere to the Service's Policies and Procedures or for conduct deemed by the Nominated Supervisor/Approved Provider as inappropriate.
- Orchard reserves the right to end a student practicum at anytime and without notice.
- Students are required to follow the Service's Policies and Procedures at all times. The Policies and Procedures are readily accessible, and students are to ask the Nominated Supervisor or their appointed mentor if they are not clear on any matter.
- The Nominated Supervisor meets with all students before they commence at the Service, and completes an induction covering all items in the Orchard Student Induction Checklist. The induction places special emphasis on confidentiality, health and safety, and respectful relationships with others. It concludes with a walk through the Service and an introduction to all available staff.
- Students must sign that they have received an induction, understand what is required of them, have been given the opportunity to clarify and discuss all the information provided,





PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Quality Area 4: Staffing arrangements

and that they agree to adhere to the Service's Policies and Procedures at all times. In addition they are required to sign a Confidentiality Agreement and a Child Protection Staff Acknowledgement Form. Refer to the Service's Privacy and Confidentiality Policy and to its Child Protection and Risk Management Policy.

STRATEGIES AND PRACTICES – MANAGEMENT AND EDUCATORS

The Approved Provider has authority/responsibility for:

- 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.
- 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.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- 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 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.
- 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).

The Nominated Supervisor/ Responsible Person / has authority/responsibility for:

- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- 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.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Providing volunteers/students and parents/guardians with access to all service policies and procedures.
- Ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures

Educators have authority/responsibility for:

- 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.
- Complying with the requirement that volunteers/students and parents/ guardians are not left with sole supervision of individual children or groups of children.
- Enabling parents/guardians of children attending the service to access the service





PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Quality Area 4: Staffing arrangements

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.

- Encouraging the participation and involvement of parents/guardians at the service.

Student/Volunteers have authority/responsibility for:

- Ensuring they have provided all details required to complete the staff record.
- Undertaking a working with children check (or equivalent) and presenting a current working with children check (or equivalent) (unless exempt due to being under the age of 18).
- Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy).
- 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 completing the induction checklist prior to commencement at the service.
- Following 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.
- They will not provide first aid to children. They must notify a staff member of any witness incidents.

RESPONSIBILITY OF PARENTS

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

LINKS TO EDUCATION AND CARE SERVICES NATIONAL REGULATIONS, NATIONAL QUALITY STANDARD

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

LINKS TO OTHER POLICIES

- Staff code of conduct policy
- Working directly with children Guide





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Quality Area 4: Staffing arrangements

SOURCES/RESOURCES / USEFUL LINKS

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

POLICY REVIEW

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Date(s) reviewed: April 2019 / April 2020 / January 2021 / February 2022.

