
Policy Statement

Our Organisation aims to ensure the safety and care of all children are maintained by having clear guidelines for any person who enters the Service or is involved with the children in any way. Students, voluntary workers and visitors are welcome at the Service, however, the children's care and safety are our first priority.

Procedures

Visitors may include, but not limited to:

- ✓ Families looking to enrol their child and are provided with an opportunity to view the Service.
- ✓ Inclusion Support Workers/Allied Health Professionals e.g. speech therapists, occupational therapists
- ✓ Trades person.
- ✓ Community members contributing to the Educational program.
- ✓ Authorised Officers.
- ✓ Volunteers and Students.
- ✓ Educators visiting from another Organisation.
- ✓ Registered Training Organisation Teachers.
- ✓ Performers/Entertainers/Presenters.

Exemptions from the Working With Children Check

- under 18s.
- workers visiting NSW for a short time.
- a parent or close relative, of a child who attends a School, an Education and Care Service or other Educational Institution when volunteering at or for activities of the School, Service or Institution.

Students

Placements will be offered to:

- ✓ High school students who wish to gain experience as part of their School program:
 - the participating School must initiate the work experience, identify the student's suitability and work with the Manager or Coordinator in relation to work times and expectations.
 - the School must provide written authorisation for the student and a copy of their insurance that will be kept on file.
- ✓ Students attending other Registered Training Organisations and studying a relevant field, such as childcare, teaching, recreation or community services:
 - Training Organisation must initiate the placement, identifying the students suitability and work with the Manager or Coordinator in relation to times and expectations.
 - Training Organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file.
- ✓ All placements will be negotiated through the Manager or Coordinator. Placement will only be accepted at the discretion of the Manager or Coordinator based on issues such as Staff ability to supervise and availability to help the students.

Management will:

- ✓ provide the volunteer/student with a Volunteer and Student Handbook.
- ✓ complete the Volunteer and Student Handbook- forms within Handbook should be completed prior to the commencement of volunteer/work placement:
 - Workplace Agreement
 - Volunteer/Student Record – as per Regulation 149
 - Privacy of Personal Information Agreement
 - Anaphylaxis Agreement
 - Volunteer/Student Agreement
 - Reference Check
- ✓ ensure all Educators and visitors have knowledge of and adhere to this Policy.
- ✓ provide visitors with information about Child Protection Law and mandatory reporting obligations.
- ✓ ensure visitors who may come into direct contact with children submit their Working with Children Check to be verified by the approved provider (best practice).
- ✓ appoint an Educator to be the Student Supervisor/mentor for the duration of the placement.
- ✓ ensure student's paperwork and insurances are current.
- ✓ negotiate with the volunteer/student the times/hours to be worked and dates of the placement.

- ✓ inform families, children and Educators when volunteers and work experience students are present at the Service, including their role and hours they will be attending the Service. Manage this with notes at sign in/out desk.
- ✓ liaise with learning institutions and accept suitable student placements under the institutions supervision.
- ✓ inform the Service Support Coordinator who will provide an orientation at the Service, which will include a tour, introduction to Staff, and Code of Conduct and will outline the duties and expectations of the Organisation.

Coordinator/Responsible Person will:

- ✓ ensure a Visitor Register is maintained, including:
 - date
 - reason for visit
 - full name
 - time of arrival and departure
- ✓ ensure Visitors Register is kept in a safe and secure location.
- ✓ ensure all visitors complete and sign the Visitor Register.
- ✓ ensure visitors are never left alone with a child whilst at the Service.
- ✓ discuss the progress of written work and performance with the student or volunteer.
- ✓ discuss any concerns raised by the student with the Student Supervisor.
- ✓ ensure the volunteer/student remains up to date with their assessments/tasks to be completed.
- ✓ discuss any concerns about volunteer/student with Management.
- ✓ provide honest and accurate feedback to the student's training institution Supervisor as required.
- ✓ ensure volunteer/student are not included in the ratio of adult to children.
- ✓ ensure volunteer/student are aware that they must not discuss concerns, issues or complaints with parents, guardians or visitors.
- ✓ ensure Educators are provided with relevant information about tasks the student is required to complete in the Service as part of their practicum.
- ✓ assist the volunteer/student to complete the Induction Checklist for Volunteer/Student in the Volunteer and Student Handbook prior to commencing at the Service.
- ✓ show the volunteer, student or visitor where they can access the Service Policies.
- ✓ discuss any relevant important information about specific children with the volunteer/student (i.e. court orders, additional needs, dietary needs) so that the volunteer/student is aware of potential issues.
- ✓ maintain open communication with students along with their practicum teachers about their performance.

WRITTEN AUTHORISATION FOR ALLIED HEALTH PROFESSIONALS – to be obtained by Coordinator

- ✓ ensure a written Authorisation Form for Allied Health Professional Visit is completed by parent/guardian to permit Allied Health Professional (e.g. Speech Therapist/Occupational Therapist) to work with their child in an area that is not directly supervised by Educators.
- ✓ ensure child is signed out by Coordinator/Responsible Person when taken by Allied Health Professional to an unsupervised area.
- ✓ ensure child is signed in by Coordinator/Responsible Person when returned to care by Allied Health Professional.

Educators will:

- ✓ support students practicum requirements to the best of their ability during the placement.
- ✓ work as a team sharing appropriate skills and knowledge with each volunteer/student.
- ✓ be aware of volunteer/student expectations.
- ✓ have the time and proficiencies to support each volunteer/student in their placement.
- ✓ encourage volunteer/student to seek help and advice as required.
- ✓ guide the volunteer/student throughout the session.
- ✓ make the volunteer/student feel welcome and a valued member of the team.
- ✓ ensure volunteers, students or visitors are under the direct supervision of the Coordinator, Responsible Person or an Educator at all times whilst at the Service unless written authorisation has been given by parent/guardian.

Volunteers/Students will:

- ✓ provide a Working with Children Check for Volunteers. A Volunteer Check is not valid for paid employment.
- ✓ be required to read a copy of relevant Policies such as Child Protection Policy, Child Behaviour Management Policy and Inclusion Policy.
- ✓ learn about the children through interaction and practical experience.

- ✓ develop the skills and knowledge needed to care for and educate children.
- ✓ learn about the importance of working as part of a team in the Early Childhood Sector.
- ✓ learn strategies for working in a team environment.
- ✓ keep up to date with all written work requirements.
- ✓ work a variety of shifts to gain knowledge of different aspects of Service operations.
- ✓ adhere to all Service Policies and procedures.
- ✓ never remove a child from direct Educator supervision.

Termination of Volunteer Placement or Student Practicum

- ✓ termination of a volunteer/student placement will occur if the student or volunteer harms or is at risk of harming a child.
- ✓ is under the influence of drugs or alcohol.
- ✓ fails to notify the Service if they will not be attending the Service.
- ✓ does not adhere to starting times or break times.
- ✓ is observed using inappropriate behaviour at the Service.
- ✓ does not comply with all Policies and Procedures addressed in the Volunteer and Student Handbook.
- ✓ does not keep up to date with their work placement tasks.

Inclusion Support Workers/Allied Health Workers will:

- ✓ inform Coordinator/Responsible Person when taking a child to an area that is not supervised by the Coordinator, Responsible Person or Educator.
- ✓ inform Coordinator/Responsible Person when returning a child to the Service.

Considerations

Education and Care Services National Law

170	Offence relating to unauthorised person on education and care service premises
175	Offence relating to requirement to keep enrolment and other documents

Education and Care Services National Regulations

82	Tobacco, drugs and alcohol free environment
84	Awareness of child protection law
120	Educators who are under the age of 18 to be supervised
123	Educator to child ratios – centre based services
145	Staff Record
149	Volunteers and Students
150	Responsible Person (staff records)
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed

Education and Care Services National Quality Standards

Quality Area	Standard	Element
QA 2 Children's health and safety	2.2 Safety	2.2.1 Supervision 2.2.2 Incident and emergency management 2.2.3 Child protection
QA 4 Staffing Arrangements	4.1 Staffing Arrangements	4.1.1 Organisation of educators
QA 5 Relationships with children	5.1 Relationships between educators and children	5.1.1 Positive educator to child interactions 5.1.2 Dignity and rights of the child
QA 6 Collaborative partnerships with families and communities	6.1 Supportive relationships with families 6.2 Collaborative partnerships	6.1.1 Engagement with the service 6.1.2 Parent views are respected 6.1.3 Families are supported 6.2.1 Transitions 6.2.2 Access and participation 6.2.3 Community Engagement

QA 7 Governance and Leadership	7.1 Governance	7.1.2 Management systems
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Activity Centres Inc. Policies and Procedures

Child Protection	Grievances and Complaints Management
Child Safe Environment	Privacy
Code of Conduct Policy	Supervision
Communication	Work, health and safety

My Time, Our Place

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care, empathy and respect • Children become strong in their social and emotional wellbeing
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	

Early Years Learning Framework

<u>Learning Outcome 1</u> Children have a strong sense of identity	<ul style="list-style-type: none"> • Children feel safe, secure and supported • Children develop their emerging autonomy, inter-dependence, resilience and sense of agency • Children develop knowledgeable and confident self identities • Children learn to interact in relation to others with care, empathy and respect • Children become strong in their social and emotional wellbeing
<u>Learning Outcome 3</u> Children have a strong sense of wellbeing	

Legislation

Child Protection (Working with Children) Act 2012	NSW Government – Communities and Justice
NSW Children and Young Persons (Care and Protection) Act 1998	NSW Government – Communities and Justice – Mandatory Reporter Guide
NSW Office of the Children’s Guardian – Child Safe Standards	

The Child Safe Standards

Standard 1	Child safety is embedded in organisational leadership, governance and culture
Standard 2	Children participate in decisions affecting them and are taken seriously
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 9	Implementation of the Child Safe Standards is continuously reviewed and improved
Standard 10	Policies and procedures document how the organisation is child safe

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on 3 June 2024
Visitors Policy is to be reviewed by the 3 June 2027