

## **Policy Statement**

Activity Centres Incorporated aims to ensure that the safety and care of all children is maintained by having clear guidelines for any person who enters the Service or is involved with the children in any way. Specific guidelines will be developed for all volunteers, students and visitors to the Service.

## **Considerations**

- ✓ Education and Care Services National Law 2010
- ✓ Education and Care Services National Regulations 2018- Regulation 149
- ✓ Education and Care Services National Quality Standards 2018
- ✓ Child Protection (Working with Children) Act 2012
- ✓ Child Protection (Working with Children) Regulation 2013
- ✓ My Time Our Place
- ✓ Activity Centres Inc. Policies and Procedures

## **Procedures**

### **Volunteers, Students and Visitors**

- Volunteers and students on professional placement do not pay for the Working with Children Check. If they begin paid work they will have a maximum of 30 days from the date they receive their first pay to upgrade to a Check for paid workers. A Volunteer Check is not valid for paid work.
- All volunteers, students and visitors will be required to sign in and out of the Service. Services must keep a record for each day on which the volunteer, student or visitor participates in the Service, the date and the hours of participation.
- Volunteers, students and visitors are expected to follow the Organisation's Policies and procedures.
- Volunteers, students and visitors must adhere to all areas of confidentiality.
- Volunteers, students and visitors are not to discuss children's development or other issues with parents.

### **Exemptions from the Working With Children Check**

- Children (under the age of 18)
- Volunteering by a parent or close relative
  - with the child's school, early education centre or other educational institution
  - with a team, program or other activity in which the child usually participates or is a team member
- a spouse or de facto partner of the person
- a child, step-child, sibling, step-sibling, parent, step-parent, grandparent, step-grandparent, aunt, uncle, niece or nephew of the person
- in the case of an Aboriginal person or a Torres Strait Islander, a person who is part of the extended family or kin of the person according to the indigenous kinship system of the person's culture.

### **Volunteers**

- All volunteers will be required to have a Working with Children Check.
- All volunteers must be approved by the Manager and aim to provide suitable referees and where possible references, before they will be able to work in the Service.
- Manager, Assistant Manager or Service Support Coordinator will provide an orientation to the Service, which will include a tour, introduction to Staff, and Code of Conduct and will outline their duties and expectations of the Organisation.
- Volunteers will be required to read a copy of relevant policies such as Child Protection Policy, Child Behaviour Management Policy and Inclusion and Interactions Policy.
- Volunteers Under 18 should never be left alone with or in charge of any children.
- Volunteers over 18 can be included when calculating Staff: child ratios.

### **Students**

Placements 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 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.
  - The training organisation must initiate the placement, identifying the students suitability and work with the Manager or Coordinator 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.
- 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.
- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the Service.
- Students will be made aware of relevant policies such as Child Protection Policy, Child Behaviour Management Policy and Inclusion and Interactions Policy.
- Students should never be left alone with or in charge of any children.

## **Visitors**

- Visitors may be invited to the Service to expand on the children's program.
- Visitors could include local community resources such as the Police, Fire Brigade etc. or community members with a skill or ability to share with the children.
- All other visitors must make an appointment to see the Manager or Coordinator at a convenient time.
- Professional access to the Service will be at the discretion of the Manager, Coordinator or a member of the Management Committee or when required to do so by law.
- Professionals include union representatives, State and Federal Government Departmental Officers, Work Health and Safety Inspectors, Building Inspectors and Police Officers, Regulatory Authority authorised officers.
- Any unwelcome visitor will be politely asked to leave the Service. If they refuse the Manager, Coordinator or any other Staff member will call the Police for removal.
- No Staff member is to try to physically remove the unwelcome person, but should remain calm and keep the person calm as far as possible.

## **Checklist for Staff**

- ☑ Ensure that all visitors pose no risk to the safety and well being of the children and Staff.
- ☑ Ensure that any visitors sign into and out of the visitors log.
- ☑ Ensure Educators do not leave volunteers (under 18 years of age) and students alone with children.
- ☑ Report any concerns to the Coordinator or Manager.

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

**Endorsed by the Management Committee on the 27<sup>th</sup> March 2019**  
Volunteers and Student Placement Policy is to be reviewed by the 27<sup>th</sup> March 2022