

Volunteers and Student Placement Policy

Policy Statement

Our Organisation 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.

Procedures

Volunteers, Students and Visitors

- ✓ Volunteers and students on professional placement do not pay for the Working with Children Check. If they begin paid employment 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.

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- ✓ 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.

Considerations

Education and Care Services National Law

161	Offence to operate education and care service without nominated supervisor
162	Offence to operate education and care service unless responsible person is present
162A	Persons in day to day charge and nominated supervisors to have child protection training
165	Offence to inadequately supervise children
167	Offence relating to protection of children from harm and hazards
169	Offence relating to staffing arrangements
170	Offence relating to unauthorised person on education and care service premises
171	Offence relating to direction to exclude inappropriate persons from education and care service premises
174	Offence to fail to notify certain information to Regulatory Authority
189	Emergency removal of children
197	Powers of entry for assessing and monitoring approved education and care service
199	Powers of entry for investigating approved education and care service
200	Powers of entry to business
20A	Entry to premises without search warrant
301	National Regulations

Education and Care Services National Regulations

82	Tobacco, drugs and alcohol free environment
84	Awareness of child protection law
95	Procedure for administration of medication
97	Emergency and evacuation procedures
109	Toilet and hygiene facilities
117A	Placing a person in day to day charge
117B	Minimum requirements for a person in day-to-day charge
117C	Minimum requirements for a nominated supervisor
122	Educators must be working directly with children to be included in ratios
123	Educator to child ratios – centre based services
145	Staff Record
146	Nominated Supervisor (staff records)
149	Volunteers and Students
150	Responsible Person (staff records)
168	Education and care service must have policies and procedures

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170	Policies and procedures to be followed
181	Confidentiality of records kept by approved provider
358	Working with children check to be read

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

Activity Centres Inc. Policies and Procedures

Child Protection	Smoking, drugs and alcohol
Conditions of Employment	Staff Code of Conduct
Maintenance of Records	Staff Selection
Orientation	Staff Training
Philosophy	Supervision
Responsible Person	Work, health and safety

My Time, Our Place

<p><u>Learning Outcome 1</u></p> <p>Children have a strong sense of identity</p>	<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
<p><u>Learning Outcome 3</u></p> <p>Children have a strong sense of wellbeing</p>	

Early Years Learning Framework

<p><u>Learning Outcome 1</u></p> <p>Children have a strong sense of identity</p>	
<p><u>Learning Outcome 3</u></p> <p>Children have a strong sense of wellbeing</p>	<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

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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	

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

Endorsed by the Management Committee on the 25 November 2022
 Volunteers and Student Placement Policy is to be reviewed by the 25 November 2027