



Participation of Volunteers & Students Policy

Policy Review Date: February 2019
Next Policy Review Date: February 2021

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

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

- ▷ All students and volunteers will be required to undertake a working with children check. 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.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, Responsible Person, Early Childhood Educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of Katoomba Leura Preschool.

BACKGROUND

Volunteers and students may participate in programs and activities at Katoomba Leura Preschool from time to time in order to observe and experience the provision of centre-based education and care. This will be encouraged and facilitated by Katoomba Leura Preschool wherever appropriate and possible.

Katoomba Leura Preschool values the participation of parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and educators value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" (Early Years Learning Framework). Katoomba Leura Preschool aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at Katoomba Leura Preschool (refer to Code of Conduct Policy).

Volunteers and students can expect:

- a safe and well-managed workplace
- meaningful work experience with appropriate direction, supervision and training
- recognition for their contribution.

The role that volunteers play in children's services varies and can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children. The children's service is responsible for ensuring that volunteers are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.

All students and volunteers are now required to undertake a Working with children check.

It is a requirement under the Education and Care Services National Regulations 2011 that the Approved Provider use the staff record to document the details of all students and volunteers. The staff record must include the full name, address and date of birth of each student or volunteer who participates at Katoomba Leura Preschool. The Approved Provider of a centre-based service must also keep a record for each day on which the student or volunteer participates at Katoomba Leura Preschool, including the date and the hours of participation. In addition to this, it is recommended that students and volunteers undertake an induction to Katoomba Leura Preschool and complete an induction checklist (refer to Attachment 1), which should also be stored with the staff record.

RELATED LEGISLATION

- ▷ Education and Care National Law Act 2010: Clause 13(c)
- ▷ Education and Care National Regulations 2011
- ▷ Child Protection (Working With Children) Act 2012 NSW

RELATED GUIDELINES, STANDARDS, FRAMEWORKS

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

DEFINITIONS

The terms defined in this section relate specifically to this policy.

Conflict of interest: (In relation to this policy) refers to an interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of the volunteer, or may impair their independence or loyalty to Katoomba Leura Preschool. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the volunteer, but also their relatives, friends or business associates.

Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person who willingly undertakes defined activities to support the education and care programs at a children's service in an unpaid or honorary capacity. These activities may include direct contact with children, administrative tasks, or preparing materials or food.

Working directly with children: For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work in NSW and is a measure to help protect children from harm arising as a result of physical or sexual abuse. All students and volunteers will be required to undertake a Working with children check from this date. The NSW Office of the Children's Guardian assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check number (valid for five years), is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- Australian legal Information Institute – www.austlii.edu.au
- Centre for Citizenship and Volunteer Management – 9261 3600 or by fax 9261 4033
- CELA – Participation of Volunteers & Students Sample Policy - <https://www.cela.org.au/wp-content/uploads/Resources/participation-of-volunteers-and-students.pdf>
- Dept. Education Employment and Workplace Relations – www.deewr.gov.au
- Early Childhood Australia – www.earlychildhoodaustralia.org.au
- Family and Community Services – www.community.nsw.gov.au
- National Early Years Learning Framework:
http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx
- NSW Office of the Children's Guardian - www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

RELATED SERVICE POLICIES

- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints and Feedback Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Inclusion and Equity Policy
- Interactions with Children Policy
- Work Health and Safety Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Supervision of Children Policy

ROLES AND RESPONSIBILITIES

The Approved Provider is responsible 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 this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.
- ▷ 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 (WWC) check.

The Nominated Supervisor is responsible for:

- ▷ Providing supervision, guidance and advice to ensuring 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.

Early Childhood Educators are responsible 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 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.

Volunteers and students, while at Katoomba Leura Preschool, are responsible for:

- ▷ Ensuring they have provided all details required to complete the staff record.
- ▷ Undertaking a WWC check and presenting a current WWC check.
- ▷ 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.
- ▷ Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

Parents/guardians are responsible for:

- ▷ Complying with the requirements of the Education and Care Services National Regulations 2011 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 wellbeing of children is protected.

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 2 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.

ATTACHMENTS

- Attachment 1: Induction checklist for volunteers/students
- Attachment 2: Code of Conduct Acknowledgement
- Attachment 3: Volunteer/Student Confidentiality Agreement
- Attachment 4: Student Details Form
- Attachment 5: Volunteer Details Form
- Attachment 6: Student and Volunteers Form
- Attachment 7: Helpful Hints for Students/Volunteers/Visitors
- Attachment 8: Visitors, Volunteers and Students Attendance Register

Policy Reviewed by: Alison Staniford

Date: 25th February 2019

Approved by: Management Committee

Next Review Date: 25th February 2021

ATTACHMENT 1: Induction checklist for volunteers/students

Name: _____ Date: _____

To be completed by all volunteers/students participating at Katoomba Leura Preschool and returned to the Nominated Supervisor prior to commencing at Katoomba Leura Preschool.

	Please tick
I have been referred to the Katoomba Leura Preschool Policy Handbook to view a copy of all the policies and procedures of Katoomba Leura Preschool.	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> conduct while at Katoomba Leura Preschool (<i>Code of Conduct Policy</i>) 	
<ul style="list-style-type: none"> emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Critical Incidents Policy</i>) 	
<ul style="list-style-type: none"> accidents at Katoomba Leura Preschool (<i>Incident, Injury, Trauma and Illness Policy</i>) 	
<ul style="list-style-type: none"> dealing with medical conditions (<i>Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Medication Policy</i>) 	
<ul style="list-style-type: none"> good hygiene practices (<i>Hygiene Policy</i>) 	
<ul style="list-style-type: none"> dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) 	
<ul style="list-style-type: none"> first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>First Aid Policy</i>) 	
<ul style="list-style-type: none"> daily routines 	
<ul style="list-style-type: none"> the importance of WHS and following safe work practices (<i>Work Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> interacting appropriately with children (<i>Interactions with Children Policy</i>) 	
<ul style="list-style-type: none"> reporting of serious incidents and notifiable incidents at Katoomba Leura Preschool (<i>Incident, Injury, Trauma and Illness Policy, Complaints and Feedback Policy and Work Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> reporting hazards in the workplace (<i>Work Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> handling complaints and grievances (<i>Complaints and Feedback Policy</i>) 	
<ul style="list-style-type: none"> child protection (<i>Child Protection Policy</i>) 	
<ul style="list-style-type: none"> privacy and confidentiality of information (<i>Confidentiality – Access, storage & disposal Policy</i>) 	
<ul style="list-style-type: none"> I am aware of the non-smoking policy of Katoomba Leura Preschool 	
<ul style="list-style-type: none"> The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor 	
<ul style="list-style-type: none"> I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition 	

Volunteer/student name: _____ Signature: _____ Date: _____



Nominated Supervisor's name: _____
Signature: _____ Date: _____

ATTACHMENT 2:

Code of Conduct Acknowledgement

I hereby acknowledge that on _____[Date], I received a copy of the Code of Conduct Policy for Katoomba Leura Preschool.

I have read this policy, I understand its contents and I agree to abide by the principles, practices and consequences set out within.

I understand that the Approved Provider will address any breach of this policy, and that any serious breach could lead to legal or disciplinary action.

I understand that a signed copy of this acknowledgement will be kept on my staff record while I am working at the service, and will be disposed of when my employment has ceased.

Signature: _____

Name (please print): _____

Date: _____

Witness Signature: _____

Name (please print): _____

Date:



ATTACHMENT 3:

Volunteer/Student Confidentiality Agreement

Guiding Principles:

- Confidentiality is important to establish and maintain trusting and lasting relationships among parents/caregivers/legal guardians and professionals.
- Confidentiality is the cornerstone to ensure that privileged information is accessible only to those authorised to have access.
- Confidentiality acknowledges respect for human relationships in which personal information is shared/
- Confidentiality assumes that those who pledge to safeguard confidential information will do so.

As a _____, (role) I will receive and have access to confidential information about children, families and staff. Except when required by law, this information will be kept in the strictest confidence.

I understand that the discussion or personal information about children, families and staff without authorise consent is unethical.

I will abide by this Confidentiality Agreement to ensure respect for the privacy of children and families at Katoomba Leura Preschool.

Signature: _____

Name (please print): _____

Date: _____

Witness Signature: _____

Name (please print) _____

Date: _____

KATOOMBA LEURA PRESCHOOL STUDENT DETAILS

Personal Details:

Name:

Address:

Home Phone:

Mobile Phone:

Other:

Email Address:

Date of Birth:

Education Details

Name of School/Uni etc:

Current Training/School Year:

Qualification To Be Attained:
(University/TAFE Students)

Commencement Date of prac:

First Aid Certificate Expiry:

Working With Children Check: Induction Completed:

Emergency and Family Information

Emergency Contact:

Contacts Relationship to You:

Emergency Contacts Address:

Home Phone:

Mobile:

Work:

Health and Medical Information:

Relevant Illnesses/Conditions:

Current Medications Usage:

Immunisation Record:

Student Signature: _____

Directors Signature: _____ Date: _____

VOLUNTEER DETAILS

Personal Details:

Name:

Address:

Home Phone:

Mobile Phone:

Other:

Email Address:

Date of Birth:

Commencement Date:

First Aid Certificate Expiry:

Working With Children Check:

Induction Completed:

Emergency and Family Information

Emergency Contact:

Contacts Relationship to You:

Emergency Contacts Address:

Home Phone:

Mobile:

Work:

Health and Medical Information:

Relevant Illnesses/Conditions:

Current Medications Usage:

Immunisation Record:

Volunteers Signature: _____

Directors Signature: _____ Date: _____

Signature	_____
Date	____/____/____
Witness	_____
Date	____/____/____

ATTACHMENT 7: HELPFUL HINTS FOR STUDENTS/VOLUNTEERS AND VISITORS

Welcome to Katoomba Leura Preschool! We hope that your time here is enjoyable and informative. Here are a few 'helpful hints' that will ensure that you, the educators, staff and the children enjoy your visit.

- Children are placed into one of three rooms, the Lilli Pilli Room (Unit 1), the Bilby Room (Unit 2) or the Bower Bird Room (Unit 3). Each room contains a mixture of ages (3 – 6 years). There are three educators in each room. The educators will always be happy assist you and suggest where and how you can help. Please ask for any assistance you may require.
- When interacting with the children, please remember that younger children are sometimes wary of strangers – allow them time to approach you. Sit down on a chair or on the floor whilst at an activity, in preference to standing. Older children are usually eager to meet new people, talk to them and become involved in their games. Remember to introduce yourself and ask them about themselves.
- If you are involved with children in their art activities remember that stages of development vary greatly. Accept whatever a child produces and do not be tempted to draw or paint for them.
- The emphasis in behaviour guidance at the Centre is to support children's behaviour in a positive way. Praise their efforts rather than criticise. Phrase directions in such a way that tells the child what you want them to do, e.g. *Walk inside; the sand stays in the sandpit; be gentle; the blocks are for building*. We only use such words as 'No' where the child is in danger of hurting her/himself or others.
- Where there is a problem between children, we encourage them to resolve the situation through discussion. Where sharing is a problem we encourage turn taking – e.g.: *It's Simon's turn now and your turn next*.
- There will always be a staff member working close to you in the indoor or outdoor areas. State regulations require that only staff members can take responsibility for the care of children. Children are only allowed outside when there is a staff member in the outdoor area.
- Assist children where necessary and encourage independence as possible. For example, children can often put on their own socks and shoes. We encourage children to be involved in packing equipment away after use.
- Encourage hygiene;
 - Children wash their hands before eating and after going to the toilet. They often need reminding.

- Don't forget to wash your hands also, especially before eating and after wiping your own or a child's nose.
- Wear appropriate clothing. Comfortable and casual – jeans are acceptable. Flat shoes (no thongs) and short fingernails are essential. Hair must be tied back. We love messy and active play, so don't wear your best clothes to Preschool as they may get ruined. Please ensure that you appear neat and tidy. A hat must be worn during outdoor experiences. Please bring a suitable hat.
- We are an 'Allergy Aware' Preschool. This means that you are unable to bring nuts, sesame seeds or eggs to Preschool. Please bring a healthy morning tea and lunch, free from packaging.
- The educators at the Preschool are very busy. Try not to engage in long conversations with them in the classrooms. It is inappropriate to interrupt during group time.
- Do try to be flexible. Activities and routines in a Preschool do not always go as planned. At pack-away and clean-up times, everyone is expected to contribute. Staff will be most appreciative of your help. Working at the Preschool is a team effort, which means that all facets of the preschool program are shared, This includes the "good" and the "not so good" tasks.
- If you are not sure what to do, ask a staff member. We'd much prefer you ask than just sit. Please use your initiative! If you can see something that needs to be done, e.g. wiping down tables, just jump in and do it. Again, if you are unsure, please ask.
- The children's behaviour and development during the day should only be discussed with the educators or the Director. Any queries regarding the child by a parent/guardian should be directed to the educators in charge. All children's information should remain confidential.
- Always be safety conscious. Never leave cleaning products, knives, adult scissors etc. where children can reach them. Be on the alert for any dangerous situations and report any incidents to staff.
- Ensure equipment is returned to its correct location. This will leave storerooms uncluttered and reasonably tidy.
- Ensure a staff member is advised of your whereabouts at all times.
- Please ensure that you sign in and out each time you arrive or depart from preschool.
- Please ensure you **maintain confidentiality at all times.**

Once again, we hope you enjoy your time at Katoomba Leura Preschool.

