

PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Mandatory – Quality Area 4

PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers and students at Hurlingham Preschool, while ensuring that children's health, safety and wellbeing is protected at all times.

POLICY STATEMENT

1. VALUES

Hurlingham Preschool is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

2. SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students (refer to *Definitions*), volunteers (refer to *Definitions*), parents/guardians, children and others attending the programs and activities of Hurlingham Preschool.

3. BACKGROUND AND LEGISLATION

Background

Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of centre-based education and care. This will be encouraged and facilitated by Hurlingham Preschool wherever appropriate and possible.

Hurlingham 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 – refer to Sources*).

Hurlingham 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 the service (refer to *Code of Conduct Policy*).

The role that volunteers play in education and care 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 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.

Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, services should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

Volunteers 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
- where there is a conflict of interest.

Prior to participation at the service, a volunteer or student (aged 18 years or over) must be in possession of a Working with Children (WWC) Check.

Parents/guardians whose children usually attend the service are exempt from needing a WWC Check. However a service may decide, as a demonstration of duty of care, that all parents/guardians who volunteer at the service are required to undergo a WWC Check. *Hurlingham Preschool has adopted a best practice policy that all volunteers must have a current WWCC.*

In line with Child Safe Standard 4 and the *Child Safe Environment Policy*, prior to engaging a volunteer or student an assessment should be undertaken of the nature of the responsibility to determine whether a position description is required, and based on that whether an interview and referee checks are required.

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *National Quality Standard*, Quality Area 4: Staffing Arrangements
- *Occupational Health and Safety Act 2004* (Vic)
- *Working with Children Act 2005* (Vic)

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Child-related work: In relation to the WWC Check, child-related work includes work with children which may involve physical contact, face-to-face contact, oral, written or electronic communication.

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 the service. 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.

Staff record: A record which the Approved Provider of a centre-based service must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service (Regulations 146–149). A sample staff record is available on the ACECQA website: <http://www.acecqa.gov.au/>

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 service in an unpaid or honorary capacity. These activities may include child-related work (refer to *Definitions*), administrative tasks, or preparing materials or food.

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work (refer to *Definitions*) in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice 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 card 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.

5. SOURCES AND RELATED POLICIES

Sources

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- *The Early Years Learning Framework for Australia: Belonging, Being, Becoming*: www.acecqa.gov.au
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) www.ccyp.vic.gov.au
- Working with Children Check unit, Department of Justice & Regulation – provides details of how to obtain a WWC Check: www.workingwithchildren.vic.gov.au

Service policies

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

PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the Nominated Supervisor and educators and which are aligned with the *Child Safe Environment Policy*
- accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to *Supervision of Children Policy*)
- reading the Working with Children (WWC) Check of volunteers and students where required, and ensuring that the details are recorded in the service register
- ensuring that the staff record contains the name, address and date of birth of volunteers and students attending the service (Regulations 145, 149(1))

- keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (Regulation 149(2))
- 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 the Nominated Supervisor, educators and other staff, volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)
- 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 educators under the law (Regulation 157)
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and access to the *Education and Care Services National Regulations 2011*
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the *Code of Conduct Policy*, while attending the service
- developing an induction checklist for volunteers and students attending the service (refer to Attachment 1 – induction checklist for volunteers and students) in consultation with the Nominated Supervisor and educators.

The Nominated Supervisor and Persons in Day to Day Charge are responsible for:

- assisting the Approved Provider to develop guidelines for applications from volunteers and students to work at the service and which are aligned with the *Child Safe Environment Policy*
- assisting the Approved Provider with decisions in relation to accepting/rejecting a potential volunteer or student based on the circumstances of the service at the time
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to *Supervision of Children Policy*)
- ensuring that, where required, the WWC Check has been read prior to the volunteer/student's commencement at the service, and that details are included on the staff record
- ensuring that volunteers, students and parents/guardians are adequately supervised at all times when participating at the service, 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 educators under the law (Regulation 157)
- ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and access to the *Education and Care Services National Regulations 2011*
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the *Code of Conduct Policy*, while attending the service

- assisting the Approved Provider to develop an induction checklist for volunteers and students at the service (refer to Attachment 1 – induction checklist for volunteers and students)
- ensuring that volunteers and students have completed the induction checklist (refer to Attachment 1) and have been provided with a copy of the staff handbook, if applicable.

All other educators are responsible for:

- assisting the Approved Provider and Nominated Supervisor to develop guidelines for applications from volunteers and students to participate at the service and are aligned with the *Child Safe Environment Policy*
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (refer to *Supervision of Children Policy*)
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and access to the *Education and Care Services National Regulations 2011*
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the *Code of Conduct Policy*, while attending the service
- ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the safety, health 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
- enabling parents/guardians of children attending the service 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
- assisting the Approved Provider and Nominated Supervisor to develop an induction checklist for volunteers and students at the service (refer to Attachment 1 – induction checklist for volunteers and students)
- assisting volunteers and students to understand the requirements of this policy and the expectations of the service.

Volunteers and students, while at the service, 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 card or other notification, as applicable
- understanding and acknowledging the requirement for confidentiality of all information relating to educators 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 (refer to Attachment 1) 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.

Parents/guardians are responsible for:

- providing information for the staff record as required
- 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* and *Privacy and Confidentiality Policy* 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.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- check staff records on a regular basis to ensure details of students, volunteers and where appropriate parents/guardians are maintained in line with all legislative requirements as outlined in the policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any significant changes to this policy or its procedures unless a lesser period is necessary because of a risk.

ATTACHMENTS

- Attachment 1: Induction checklist for volunteers and students

AUTHORISATION

This policy was adopted by the Approved Provider of Hurlingham Preschool on 16th November 2017.

REVIEW DATE: 16/11/2019



RELIEF STAFF INDUCTION CHECKLIST (INCLUDING VOLUNTEERS AND STUDENTS)

(tick where appropriate)

- ☐ Met at the door by staff or committee member
- ☐ Tour of the premises (toilets, kitchen, etc)
- ☐ Session times explained
- ☐ Asked to be the responsible person for the period of time they are running the session, and sign approval of this on the relief staff induction file, and the name displayed in the foyer on a piece of paper and stuck up (if its 2 relief staff and no regular staff members)
- ☐ Given a synopsis of the EMP and the Emergency and Evacuation Policy (emergency exit points, where are the emergency assembly points, what do you need to bring:
 1. emergency kit, (located on shelf between office and kitchen doors)
 2. staff and children attendance records, (located on shelf between office and kitchen doors)
 3. individual medical bags, (located on office window in kinder room)
 4. who's in charge,
 5. where to meet and in which scenario
 6. how we tell the children it's an emergency, (blow whistle)
 7. on lanyard laminated instructions to be handed to relief staff and assistants
- ☐ Shown where the fire extinguishers and fire blankets are kept (between office and kitchen doors and outside next to pizza oven, fire blanket in kitchen near stove)
- ☐ Shown where the medical alert wall is (located on office window in kinder room) and taken through each of the children for that group.
- ☐ Shown where the first aid kit is (located in cupboard in kitchen labelled first aid)
- ☐ Shown where any medication is kept (ie medicine brought in for the day)(located in cupboard in kitchen labelled first aid or in fridge) (Administration of First Aid Policy)
- ☐ Shown where the medical administration records file is (located in cupboard in kitchen labelled first aid)
- ☐ Shown where the illness, injury and incident log is (located in cupboard in kitchen labelled first aid) (Incident, Injury, Trauma and Illness Policy)
- ☐ Shown where the Children's Enrolment Details are kept (located in top drawer of locked 3 drawer filing cabinet in office – filing cabinet key kept in pocket on back of office door underneath Elaine's pocket) (Privacy and Confidentiality Policy)

- ☐ Shown the food list and policy (located in Induction Folder/ Policy and Procedures Folder in foyer)
- ☐ Point out Policy and Procedures Folder (located in foyer, usb in Induction Folder)
Specifically those relating to:
 - conduct while at the service (Code of Conduct Policy)
 - accidents at the service (Incident, Injury, Trauma and Illness Policy)
 - dealing with medical conditions (Dealing with Medical Condition Policy, Asthma Policy, Anaphylaxis policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy)
 - good hygiene practices (Hygiene Policy)
 - dealing with infectious diseases (Dealing with Infectious Diseases Policy)
 - interacting appropriately with children (Interactions with Children Policy)
 - reporting on serious incidents and notifiable incidents at the service (Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy)
 - handling complaints and grievance (Complaints and Grievances Policy)
 - child safety and wellbeing and child protection including how to respond to concerns (Child Safe Environment Policy)
 - privacy and confidentiality of information (Privacy and Confidentiality Policy)
 - the importance of OHS and following safe work practices (OHS Policy)
- ☐ Notified that hot drinks are to be consumed only in a safety cup, (located in labelled cupboard in kitchen) and not whilst walking around the children
- ☐ Shown where the biohazard cleaning kit is (located on top of tall cupboard in bathroom)
- ☐ Reinforce understanding about how to lift and also explain "takes 2 people to lift" stickers
- ☐ Reinforce importance of active supervision within the centre as room and playground so large
- ☐ Led through the program and activities that had been planned for that room as required and as appropriate
- ☐ If two relief staff are on, then the committee or staff member would show the program plan, but it is expected there will be some deviation from the plan due to the unforeseen circumstances
- ☐ There is a lanyard for the relief staff with a set of keys next to the emergency kit
- ☐ Photocopy Working With Children Check and Qualifications (place copy in Administrator's pocket)
- ☐ Photocopy Anaphylaxis and Asthma Training and First Aid (place copy in Administrator's pocket)
- ☐ Once induction is complete the relief staff member must sign the induction form to acknowledge they have been appropriately inducted
- ☐ Point out food restrictions/food policy
- ☐ Ask if they have any medical/allergy conditions
- ☐ I am aware of the non-smoking policy

- ☐ The expectations of my role and responsibilities have been clearly explained to me
(including attending to the requirements of children with additional needs)

An educator/committee member from Hurlingham Preschool has made me aware of the items listed above and have also directed me to Induction Folder for my reference as needed. I am also aware that the Policies and Procedures folder is in the foyer for my reference throughout my time at Hurlingham Preschool.

Date:

Name:

Position:

Signature: