

PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Mandatory – Quality Area 4

Precious Gems Childcare Pty Ltd trading as "Kids Haven Childcare"

Quality Area 4.1

Staffing arrangement - Having sufficient educators and staff members available at all times when children are present enables the service to deliver quality education and care programs

Quality Area 4.1.1

Organisation of Educators

National Law Section 51(1)(a) ensures the safety, health and wellbeing of the children being educated and cared for by the service;

National Law Section 161 Offence to operate education and care service without nominated Supervisor

National Law Section 162 Offence to operate education and care service unless responsible person is present

National Law Section 165 Offence to inadequately supervise children

National Law Section 166 Offence to use inappropriate discipline

Regulation 82

Tobacco, drug and alcohol-free environment

Regulation 83

Staff members to be affected by alcohol or drugs

Regulation 84

Awareness of child protection law

Regulation 122

Ensuring children are actively supervised at all times

Regulation 145(2)(d)

Staff record

Regulation 149(1)

The staff record must include the full name, address and date of birth of each student or volunteer who participates in the centre-based service.

Regulation 149(2)

The approved provider of a centre-based service must also keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

Regulation 168

Education and Care must have policies and procedures

Regulation 171(1)

Policies and procedures to be kept available

Regulation 185

Law and regulations to be available

Related Service policies

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

PURPOSE

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

POLICY STATEMENT

1. VALUES

Precious Gems Childcare 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, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of Kids Haven Childcare, including during offsite excursions and activities.

Precious Gems Childcare 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*).

RESPONSIBILITIES

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor, ECT and educators and which are aligned with the <i>Child Safe Environment Policy</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the nominated supervisor	<input type="checkbox"/>	<input type="checkbox"/>			
Obtaining a valid WWC Check (<i>refer to Definitions</i>) and providing details to the service prior to commencement					<input type="checkbox"/>
Checking the status of the Working with Children (WWC) Clearance (<i>refer to Definitions</i>) of volunteers and students where required, and ensuring that the details are recorded in the staff record	R	<input type="checkbox"/>			
Ensuring that the staff record contains the name, address and date of birth of volunteers and students attending the service (Regulations 145, 149(1))	R	<input type="checkbox"/>			
Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (Regulation 149(2))	R	<input type="checkbox"/>			
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	R	<input type="checkbox"/>	<input type="checkbox"/>		

Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.				<input type="checkbox"/>	<input type="checkbox"/>
Ensuring 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) (refer to <i>Tobacco, Alcohol and other Drugs Policy</i>)	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing volunteers, students and parents/guardians with access to all service policies and procedures (Regulation 171) , and access to the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law (Regulation 185)</i>	R	<input type="checkbox"/>			
Ensuring that volunteers, students and parents/guardians comply with the <i>Education and Care Services National Regulations 2011</i> and all service policies and procedures (Regulations 170)	R	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> , <i>Education and Care Services National Law (Regulation 185)</i> and with all service policies and procedures, including the <i>Code of Conduct Policy</i> , <i>Child Safe Environment</i> and <i>Privacy and Confidentiality Policy</i> while attending the service				<input type="checkbox"/>	<input type="checkbox"/>
Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations	R	<input type="checkbox"/>		<input type="checkbox"/>	
Identifying children with medical conditions, the child's medical management plan and the location of the child's medication (Regulations 90, 168(2)(d))	R	<input type="checkbox"/>	<input type="checkbox"/>		
Informing volunteers, students and parents/guardians of the services emergency and evacuation procedures (Regulations 97, 168 (2)(e))	R	<input type="checkbox"/>	<input type="checkbox"/>		
Developing an induction checklist for volunteers and students attending the service (refer to <i>Attachment 1</i>) in consultation with the nominated supervisor and educators.	R	<input type="checkbox"/>	<input type="checkbox"/>		
Ensuring that volunteers and students have completed the induction checklist (refer to <i>Attachment 1</i>) and have been provided with a copy of the staff handbook, if applicable.	R	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service	<input type="checkbox"/>	<input type="checkbox"/>			

3. 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.

ATTACHMENTS

- Attachment 1: Sample induction checklist for volunteers and students

AUTHORISATION

This policy was adopted by the Approved Provider of Kids Haven Childcare on 1st December 2022..

Review date: 01/01/2024

ATTACHMENT 1. INDUCTION CHECKLIST FOR VOLUNTEERS AND STUDENTS

Name: _____ Date: _____

To be completed by all volunteers and students participating at Kids Haven Childcare and returned to the nominated supervisor prior to commencing at the service.

Volunteer/Student	Please tick
I have been given access to all the policies and procedures of Kids Haven Childcare,	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none">• conduct while at the service (<i>Code of Conduct Policy</i>)	

Volunteer/Student	Please tick
• emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>)	
• accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>)	
• dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>)	
• good hygiene practices (<i>Hygiene Policy and Food Safety Policy</i>)	
• dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>)	
• first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>)	
• daily routines	
• the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>)	
• interacting appropriately with children (<i>Interactions with Children Policy</i>)	
• reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Compliments and Complaints Policy and Occupational Health and Safety Policy</i>)	
• reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>)	
• handling complaints and grievances (<i>Compliments and Complaints Policy</i>)	
• child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment Policy</i>)	
• privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>)	
I am aware of the non-smoking policy of the service and not be affected by alcohol or drugs (including prescription medication) that would impair my capacity to complete my tasks (<i>Tobacco, Alcohol, and other Drugs Policy</i>)	
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	
I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition	

Volunteer or student name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

SIGNATURE:

DATE: