



4.06 Participation of Volunteers & Students Policy

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.

AIM

St Nicholas Preschool 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.

STANDARDS AND PROCEDURES

All students and volunteers will be required to undertake a working with vulnerable peoples 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 situations

The approved provider/Nominated Supervisor will;

- Ensure 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.
- Ensure that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensure 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.
- Ensure that the staff record contains information for 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 Vulnerable Peoples Check
- Providing volunteers/students and parents/guardians with access to all service policies and procedures.

The Student/Volunteer will;

- Ensure they have provided all details required to complete the staff record.
- Undertaking a WWVP check and present a current WWVP check card or other notification, as applicable.
- Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy).
- Comply 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.
- Undertake the induction process and completing the induction checklist prior to commencement at the service.
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Children (Education and Care Services) National Law NSW

- 168 - Education and care services must have policies and procedures

SOURCE LIST

This section contains websites, industry bodies, or Legislation that have been used to assist in sourcing the information for this policy. It also acts as a guide to sourcing further reading on each relevant policy.

- [Education and Care Services National Regulation](#)
- [National Quality Standard](#)
- [Revised National Quality Standard](#)
- [ACECQA Website](#)
- [Working with Vulnerable Peoples Registration](#)

RELATED POLICIES

- 4.04 Responsible Person Policy
- 7.06 Privacy and Confidentiality Policy

POLICY REVIEW

The review schedule has been developed using a risk assessment methodology with consideration given to sector, industry, and legislative changes.

Date reviewed	Policy changed		Modifications	Next Review Date
July 2018	Yes	No	None	July 2019