



## Volunteer, Student and Visitors Policy

### Relevant Legislation

Education and Care Services National Law Act 2010: Clause 13(c). Section 166

Education and Care Services National Regulations: Regulation 77; 82-83; 85; 97; 90; 156; 168. Section 167, 168(2) (d). Regulation 170 and 171; 185.

Child Protection (Working with Children) Act 2012 NSW

Child Protection Act 1993 and Protection Regulation 2019

Volunteer Protection Act 2001

*Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017 (WHS Regulation).*

### NQS Links

National Quality Standard Links : 2.3 and 2.5; 4.2; 7.1: 7.1.3

### Introduction

Tathra Preschool values the involvement of the local community, support organisations and early childhood training institutions. Providing a safe environment for children is the primary consideration underpins the process and expectations the Preschool has in place for visitors, volunteer and student placement.

Volunteers, students and visitors to our Preschool are a regular occurrence. Families or potential families visit our Preschool when participating in, or deciding on education for their children. Students attend work placement organised in as part of their studies at High School, TAFE and University. Maintenance and trades people, staff from other services, members of other professions, trainees and volunteer members of the community are engaged at our Preschool at various times under the supervision of the nominated supervisor. Where a volunteer seeks a regular engagement with the Preschool, they are designated as a "Volunteer On Formal Placement" and an explicit process of induction and monitoring will occur with them.

## Policy Goals

- ❖ The presence of visitors, students and volunteers in our Preschool will be monitored and documented.
- ❖ The purpose of any volunteer, visitor or student placement is clearly understood, planned for and agreed to by the nominated supervisor prior to participation at Tathra Preschool
- ❖ Educators and staff will abide by regulatory protocols at all times, including when visitors are in our Preschool.
- ❖ Volunteers and visitors will be supervised by a staff member at all times.

## Strategies What will we do?

### The Approved Provider will ensure

- The Preschool operates in line with the Education and Care Services National Law and National Regulations 2011 at all times.
- Volunteers/students and parents/guardian and visitors are adequately supervised at all times.
- Volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children
- 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.
- The staff record contains information for all Volunteers on Formal Placement and students attending Tathra Preschool with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) check and Police Checks.

### Nominated Supervisor or Responsible Person will:

- Provide supervision, guidance and advice to ensure adherence to Tathra Preschool policy and procedure at all times.
- 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.
- Provide volunteers/students and parents/guardians with access to all service policies and procedures.
- Ensure that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures

- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all staff to use with visitors;
- Ensure all volunteers, visitors and students participate in an induction prior to spending time at the Preschool. This will include responsibilities in regard to Code of Conduct/WH&S/Child Protection/Sun Safety/Confidentiality / Job Description/Emergency Procedures
- Assess the suitability of all applications for volunteer work and student participation which reflect Tathra Preschool's philosophy and duty of care to the health, safety and well-being of children.
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.
- Will ensure Volunteers and students are not be asked to perform tasks that they are untrained, unqualified or too inexperienced to undertake and might put the children or themselves in a vulnerable or potentially unsafe situation

**Educators and staff will:**

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately and make the Nominated or Responsible Person aware of a visitor presence in the Preschool;
- Comply 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.
- Comply with the requirement that volunteers/students and parents/ guardians are not left with sole supervision of individual children or groups of children
- Encourage the appropriate participation and involvement of parents/guardians at the Preschool in line with this policy.
- Enable 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

**Students and Volunteers on Formal Placement will;**

- Apply to the Preschool to identify goals and proposed time frame for Student/ Volunteer placement
- Provide all details required to complete the staff record and Volunteer/Student Agreement
- Undertake induction and complete induction checklist with the Nominated Supervisor.
- Undertake a WWC check and provide current WWC check number where the person is 18 years or older
- be required to provide an additional Police Check (at their expense) prior to commencing their placement. (only for Volunteers 18 years or older)
- Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within the Preschool (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 Preschool
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected
- Participate in a review process to receive feedback from nominated supervisor regarding work performance and placement time frame and goals.
- Abide by a time frame for the placement identified at the induction. This will be supplied by universities, TAFEs or RTOs in relation to participating students. In the case of volunteers the time frame will be identified at induction.
- Wear sunsafe clothing and appropriate footwear that meets workplace health and safety guidelines.
- Arrive and depart on time.
- Report to the office and sign in and out in the Visitors book.
- Report to their designated supervisor.
- Follow all instructions, directions and procedures as instructed by the supervising staff member.
- Take responsibility for asking questions, gathering information and achieving any education, employment or training requirements.
- Complete all tasks assigned to them by their education, employment and training organisation.
- Accept and follow feedback and advice given by the supervising staff member about their tasks or performance.
- Contribute to ongoing evaluation of their contributions and performance, and the benefits of these to children, families and staff .
- Maintain a professional and respectful approach to staff, children and families at all times .
- Maintain confidentiality in relation to staff, children and families at all times.

Volunteers, regular visitors and students will have their involvement in the education and care service terminated immediately if they place any person's health, safety, welfare and/ or well-being at risk.

## **Evaluation**

This policy will be monitored to ensure compliance with legislative requirements. It will be reviewed every 3 years or when procedure, practice or legislation changes.

Families and staff are important stakeholders in the policy review process and will be given the opportunity and encouragement to be actively involved. Tathra Preschool will ensure that families of children enrolled at the Preschool are notified at least 14 days before making any changes to a policy

## Procedures and Forms

- Attendance record.
- Induction Checklist.
- Induction and Orientation Procedures
- Staff Record
- Volunteer Agreement signed and dated and review dates set
- Confidentiality Agreement
- Grievance Procedures

## Sources and References

- Australian Children's Education and Care Quality Authority ( ACECQA ) : [www.acecqa.gov.au](http://www.acecqa.gov.au)
- NSW Office of the Children's Guardian-[www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)
- Early Childhood Australia (ECA). Code of Ethics [www.earlychildhoodaustralia.org.au/our.../eca-code-ethics/code-of-ethics-core-principle](http://www.earlychildhoodaustralia.org.au/our.../eca-code-ethics/code-of-ethics-core-principle)
- Office for Volunteers - Fact sheets [www.ofv.sa.gov.au/resources/fact-sheets](http://www.ofv.sa.gov.au/resources/fact-sheets)

Updated

June 2018 2017

Review Date

2021 or when procedure, practice or legislation changes