



Volunteer, Student and Visitors Policy

Policy Statement

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 and underpins the process and expectations the Preschool has in place for visitors, volunteers 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

- Our 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.
- 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; How will it be done?

- All volunteers and students will complete a **Tathra Preschool Volunteer/Student Record & Agreement**; where the period of placement, purpose as well as goals for both the volunteer/student and preschool are discussed and documented. This agreement will then be reviewed at the conclusion of specified period.
- All students and volunteers will be required to undertake a working with children check (or equivalent).
- 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.

Roles and Responsibilities

Approved Provider will ensure:

- Tathra Preschool 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. < 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.

- 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 check, and signed **Volunteer/Student Record & Agreement**.
- 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 permitting the parent's entry would pose a risk to the safety of children or educator, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law, or if the Approved Provider or Nominated Supervisor reasonably believes that permitting the parent's entry would contravene a court order.

Nominated Supervisor or Responsible Person will:

- Provide supervision, guidance and advice to ensure adherence to the policy 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.

- “Model quality practice and provide constructive feedback and assessment for students as aspiring professionals” (ECA Code of Ethics, 2016)

Educators will:

- 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.
- 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 and/or staff.
- Encourage the participation and involvement of parents/guardians at the service

Student/ Volunteer will:

- Undertake the induction process and complete the induction checklist prior to commencement at the service, including signing of on **Volunteer/Student Record & Agreement**.
- Ensure they have provided all details required to complete the staff record.
- Undertake a working with children check (or equivalent) and present a current working with children check (or equivalent) (unless exempt due to being under the age of 18).
- 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.

- Commit to reading the ECA's Code of Ethics which provides "a basis for critical reflection, a guide for professional behaviour, and principles to inform individual and collective decision-making."
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.

Families will:

- Comply with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, while attending 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.

Monitor, 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 two 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 Preschool; a family's ability to utilise the service; the fees charged or the way in which fees are collected

Relevant Legislation	<ul style="list-style-type: none"> ◁ Education and Care National Law Act 2010: Section 166(3) ◁ Education and Care National Regulations: 149, 168(2)(i)(iii) ◁ Australian Child Protection Legislation: https://aifs.gov.au/cfca/publications/australian-child-protection-legislation 	
Guidelines, Standards and Frameworks	<ul style="list-style-type: none"> ◁ National Quality Standard, Quality Area 4: Staffing Arrangements – Standard 4.2 ◁ National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, Element 7.1.3 ◁ Early Childhood Australia’s (ECA) Code of Ethics, 2016 	
Sources and References	<ul style="list-style-type: none"> ◁ Australian Children’s Education and Care Quality Authority (ACECQA) https://www.acecqa.gov.au/ ◁ NSW Office of the Children’s Guardian www.kidsguardian.nsw.gov.au ◁ Early Childhood Australia’s (ECA) Code of Ethics, 2016 http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/ 	
Updated	April 2022	Review Date 2024 or when procedure, practice or legislation changes.