



Volunteers, Student and Visitors Policy

Quality Area 7: Governance & Leadership

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.

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.

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.
- Volunteers and visitors will be supervised by a staff member at all times.
- 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 preschool 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 preschool 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 preschool policies and procedures.
- Ensure that volunteers/students and parents/guardians comply with the National Regulations and all preschool policies and procedures.
- "Model quality practice and provide constructive feedback and assessment for students as aspiring professionals" (ECA Code of Ethics, 2016)

- Conduct risk assessment around volunteers and student participation in the program.

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 preschool 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 preschool to access the preschool 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 preschool.

Student/ Volunteer will:

- Undertake the induction process and complete the induction checklist prior to commencement at the preschool, including signing off 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 preschool.

- 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."
- Always follow the directions of staff at the preschool 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 preschool policies and procedures, while attending the preschool.
- Follow the directions of staff at the preschool, 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 preschool will review this Policy every 3 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 preschool will ensure that families of children enrolled at the preschool 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 preschool; the fees charged or the way in which fees are collected.

<p>Relevant Legislation</p>	<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 	
<p>Guidelines, Standards and Frameworks</p>	<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 	
<p>Sources and References</p>	<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/ ➤ 2021, Community Early Learning Australia (CELA). 	
<p>Updated</p>	<p>April 2024</p>	<p>Review Date 2027 or when procedure, practice or legislation changes.</p>