

POLICY

Volunteers, Visitors and Students

Purpose

Emanuel Woollahra Preschool's purpose is to value volunteer participation as a connection to our local community and exposure to a range of people and experiences. Any volunteers on premises must follow policy and procedure at all times and all educators/staff on premises will ensure that any volunteers who enter the service are fit and proper to be working with children before commencing.

Implementation

Responsibilities for the Approved Provider

Ensure the service is operated in line with the Children (Education and Care Services National Law Application) Act 2010 and Early Childhood Education and Care National Regulations 2011 with regard to the delivery and collection of children at all times.

- 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.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensuring 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 a children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.
- Ensuring 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 Children Check (**National Regulation 149**).

Responsibilities of the Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at the times.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health and safety and wellbeing of children at the service are protected.
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- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children of group of children.
- Providing volunteers/students and parent/guardians with access to all service policies and procedures.
- Ensuring that volunteers/students and parents/guardians comply with the national Regulations and all service policies and procedures.

Responsibilities of the Educators

- Have open communication with work experience student and volunteers along with their practicum teachers.
- Support students and volunteers with the needs of their placement wherever necessary. Share any knowledge or experience necessary for their placement. Offer feedback wherever necessary being respectful and honest at all times.
- Complying with the requirements 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.

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- Never put volunteers or students in a compromising situation that could jeopardise their qualification or put the service in a breach.
- Complying with the requirements that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Enabling parents/guardians of children attending 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.
- Encouraging the participation and involvement of parents/guardians at the service.

Responsibilities of the Student/Volunteer

- Show enjoyment in engaging with the children
- Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service.
- Complying with the requirements of the education and care service national regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertaking the induction process and completing the induction checklist prior to commencement at the service.
- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- All volunteers who come to work at the service must apply for a working with children check prior to commencing at the service.

Responsibilities of the Family

- Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service.
- Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

Legislation and Sources

Australian Children's Education & Care Quality Authority (ACECQA)

<https://www.acecqa.gov.au/>

Children (Education and Care Services) National Law (NSW) 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Child Protection (Working with Children) Act NSW <https://www.legislation.nsw.gov.au/#/view/act/2012/51>

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

NSW Office of the Children's Guardian

www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Related Telephone Numbers

- Early Childhood Education and Care Directorate 1800 619 113
- ACECQA 1300 422 327
- Police Department 000

Review

Reviewed: **11 May 2019**

Date for next review: **11 May 2020**