

Volunteers, Students and Visitors Policy

AIM:

To clarify the roles/ responsibilities of volunteers and students involved in KAZ Early Learning Centre.

To provide work experience and support for students in the Early Childhood Profession.

To ensure that all visitors (Students, volunteers, assessment and compliance officers, maintenance people ect.) are monitored at all times while on the premises, and that their visit has been documented in accordance with the Education and Care Services National Regulations 2011.

RATIONALE:

KAZ Early Learning Centre acknowledges the valuable contribution made by volunteers and student placements to their Service and encourages volunteer participation in a variety of activities, utilising the skills and experience of the person.

KAZ Early Learning Centre values and supports education and training within the Early Childhood Profession and provides opportunities to guide those to gain experience working with children.

A valid Working with Children Check is required by anyone in child-related work.

Voluntary Workers refers to:

- Parents/guardians or family members of enrolled children wanting to help in the Service
- People training in early childhood
- People requesting listing as relief staff
- People wanting to gain experience in a long day care by helping
- Students at T.A.F.E. and University on practicum
- School students on work experience
- School students carrying out community service projects

PROCEDURE:

The Approved Provider, Nominated Supervisor or Certified Supervisor will:

- Maintain a visitor's book and request all visitors to the Service to sign in on arrival, and out when leaving the premises, with an explanation on their reason for visiting the Service.
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the Service and will provide an induction protocol for all staff to use with visitors;
- Keep a record of all volunteers and students who spend time in the service. The record will include: full name; address; date of birth; date and hours of each volunteer or student who participates in the program;
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

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 Certified Supervisor aware of a visitor presence in the service;
- Welcome family and friends to visit and participate at any time.

Families will:

- Be aware of who they are providing access to the service for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

At no times are any Volunteers, Students, or Visitors to be left alone at the Service without supervision from a member of Staff, the Approved Provider, or Nominated Supervisor.

Volunteers and students prior to commencing work are required to apply for a NSW Working with Children Check <https://wwccheck.ccyp.nsw.gov.au/Applicants/Application> , in order to ensure that they are not a prohibited person (i.e. someone who has been convicted of a serious sexual offence).

Students/volunteers who do not Apply for a NSW Working with Children Check or who are a prohibited person are not in any circumstance allowed to be a volunteer or take part in a practicum at KAZ Early Learning Centre.

There are specified exemptions from the Working With Children Check (ie a parent or close relative volunteering). People covered by these exemptions are not required to have a Working With Children Check. These exemptions can be found using the following link <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/exemptions>.

The Nominated Supervisor will notify families when a volunteer or student is on premises and the volunteer will wear an identification badge.

The conduct of volunteer/student in the Service will be the responsibility of the Nominated Supervisor.

Volunteers who do not come under a Student Placement program must be over the age of 16 years.

Volunteers and Students will receive a tour of the service and orientation of KAZ Early Learning Centre Policies and Procedures Manual. Orientation will commence prior to working at the service and will include introduction to educators/staff, evacuation and safety procedures, and general house keeping.

The Nominated Supervisor will inform volunteers and students of KAZ Early Learning Centre Child Protection Policy and Procedures and ensure they follow these procedures whilst at the service.

The Nominated Supervisor will allocate a trained primary contact staff member, to be responsible for the supervision of the volunteer/student at all times. Volunteers/students do not make up child staff ratios. The Director will ensure that every volunteer/student is supervised at all times by a primary contact staff member and are never left alone with a child or group of children at the service.

Student Placements:

Students will be accepted from schools for work experience, T.A.F.E., private tertiary colleges and universities for practicum experiences.

Numbers and frequency of student placements will be at the discretion of the Nominated Supervisor.

Written permission will be received from families prior to students taking photographs, conducting written observations and/or case studies of individual children.

Students must have insurance coverage from the institution they are studying at. Volunteers who are not attached to an institution will be covered by KAZ Early Learning Centre's work cover insurance.

In the case of concern regarding a student's conduct, the Nominated Supervisor will liaise with the relevant institution as to the best means of dealing with the situation.

KAZ Early Learning Centre reserves the right to terminate a student/volunteer's placement at any time.

KAZ Early Learning Centre Related Policies and Procedures:

Child Protection Policy

Volunteers and Student Placement Information Statement

Sources:

Office of the Children's Guardians <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

Legislation:

Education and Care Services National Regulations 2011

Children Education and Care Services National Law Act 2010