

Participation of Volunteers, Students on Practicum Placements and Visitors Policy

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

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

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.

To value volunteer participation as a connection to our local community and exposure to a range of people and experiences.

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.
- 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.

- Ensure all educators are provided with relevant information about tasks the student is required to complete in the service as part of their practicum
- Guide the student throughout the day.
- Make the student or volunteer feel welcome and a valued member of the team.

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.cyp.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.

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 Nominated Supervisor 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.

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 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertaking the induction process 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.
- Learn about the children through interaction and practical experience.
- Develop the skills and knowledge needed to care for and educate children.
- Learn strategies for working in a team environment.
- Discuss any problems the student may be experiencing with the Student Supervisor.
- Adhere to all policies and procedures.
- Never remove a child from direct staff supervision.

Termination

Termination of student's placement will occur if the student:

- Harms a child in their care.
- Is under the influence of drugs or alcohol.

- Fails to notify the Service if they will not be attending the Service.
- Does not adhere to starting times or break times.
- Is observed using repeated inappropriate behaviour at the Service.
- Does not comply with policies and procedures

KAZ Early Learning Centre Related Policies and Procedures:

Child Protection Policy

Volunteers and Student Placement Information and Statement

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

REVIEW

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Amendment		Short Description	
Responsibility of the students		Sections added	
Termination			
Date Issued:	October 2019	Review Date:	October 2020

Family, Educator and Staff Comments: