

Participation of Volunteers and Students			
Policy Hierarchy link	Education and Care Services National Law Act 2010: Section 165, 166 (3), 167		
	Education and Care Services National Regulations 2011: 82,84,84B,120,149 168 (2) Policies and procedures. 145 (2,d) – information on volunteers and students 149 – Volunteers and students		
	National Quality Standard: Quality Area 4 Staffing Arrangement – Standard 4.2 Quality Area 7: Leadership and Service Management- Standards 7.1,7.3		
	Children and Young Persons (Care and Protection) Act 1998		
Version	Authorised by	Effective Date	Revision Date
5	SCECS Management	September 2025	September 2028

1. BACKGROUND

Our service values student and 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.

2. POLICY STATEMENT

Our service is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. To ensure this is preserved during the engagement of students, volunteers, and visitors, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

3. HOW THE POLICY WILL BE IMPLEMENTED

A *Record of Visitors* and a *Record of Students and Volunteers* must be maintained and all visitors to the service are required to sign in. The service is to ensure all staff are aware of, and understand, the regulatory and ethical guidelines relating to visitors at the service.

The service will provide an induction protocol for each visitor, including workplace health and safety issues and the Child Safe Code of Conduct. As part of the induction process volunteers, students and visitors will be advised of the relevant child protection laws, how they apply, and the obligations held under them.

All students and volunteers will be required to undertake a working with children check (WWCC). The WWCC details must be presented to SCECS for verification and the verified record kept at the service in staff records.

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.
- Be asked to perform tasks that put the children or themselves in a vulnerable or potentially unsafe situation.
- Be asked to be participate in nappy changes or bathroom monitoring
- Take photographs of the children or have access to a personal device while being in the service with children.
- Be alone with a child or out of the line of sight of a staff member.

4. ROLES AND RESPONSIBILITIES

Role	Authority/ responsible for
Approved Provider - SCECS	<ul style="list-style-type: none">• ensuring the service always operates in line with the Education and Care Services National Law and National Regulations 2011 with regards to volunteers and students.• 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 children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor, or staff members under the law.
Role	Authority/ responsible for
Nominated Supervisor	<ul style="list-style-type: none"> • Provide supervision, guidance, and advice to ensure adherence to the policy at all times. • Follow the screening procedure prior to the acceptance and start date of the work placement or student placement. • 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 verified WWCC. • 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. • Providing volunteers/students and parents/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.
All educators	<ul style="list-style-type: none"> • Complying 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. • Complying with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children. • Complying with the requirement that students, volunteers and visitors to the service sign in on the appropriate record. • Enabling 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. • Encouraging the participation and involvement of parents/guardians at the service.

Student/volunteer	<ul style="list-style-type: none"> • Ensuring they have provided all details required to complete the staff record. • Undertaking a working with children check (WWCC) and presenting details for verification and storage in staff records. • Sign in at the service on the appropriate record. • Read and sign the Child Safe Code of Conduct and the centre induction.
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5. RESOURCES/REFERENCES

- *Australian Children's Education and Care Quality Authority (ACECQA)*
www.acecqa.gov.au
- *NSW Office of the Children's Guardian*
www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

6. MONITORING, EVALUATION AND REVIEW

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of gaps, the service will review this policy every three years.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled in 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 service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

The authorisation and amendment history for this document must be listed in the following table:

Version	Authorised by	Approval date	Sections modified
1	SCECS Management	JAN18	Policy created
2	SCECS Management	JAN20	Scheduled review
3	SCECS Management	MAR22	Scheduled review
4	SCECS Management	SEP23	Policy review to include awareness of child protection law and WWCC records.

5	SCECS Management	SEP25	Approved provider to follow screening procedure prior to acceptance and start date of work/student placement.
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