

# Quality Area 4: Staffing Arrangements

## Participation of Volunteers and Students



### Introduction

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

### Goals – What are we going to do?

Our Education and Care service 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.

### Strategies – To achieve our goals

- All students and volunteers will be required to undertake a Working with Children Check.
- 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

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> <li>➤ Ensuring the service 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.</li> <li>➤ 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.</li> <li>➤ Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.</li> <li>➤ 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.</li> <li>➤ Ensure all volunteers and students have completed child protection course if required</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Ensuring that 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 (WWCC).</li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>➤ Completing an induction prior to attendance.</li> <li>➤ Provide supervision, guidance and advice to ensure adherence to the policy at all times.</li> <li>➤ 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.</li> <li>➤ Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.</li> <li>➤ Providing volunteers/students and parents/guardians with access to all service policies and procedures.</li> <li>➤ Ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures.</li> <li>➤ Conduct risk assessment around volunteers and student participation in the program.</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ Complying with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.</li> <li>➤ 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.</li> <li>➤ Encouraging the participation and involvement of parents/guardians at the service.</li> </ul>
Student/ Volunteer	<ul style="list-style-type: none"> <li>➤ Ensuring they have provided all details required to complete the staff record.</li> <li>➤ Undertaking a WWC check and presenting a current WWC check (unless exempt due to being under the age of 18).</li> <li>➤ Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy).</li> <li>➤ Complying 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 service.</li> <li>➤ Undertaking the induction process and completing the induction checklist prior to commencement at the service.</li> <li>➤ Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.</li> <li>➤ Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.</li> </ul>
Families	<ul style="list-style-type: none"> <li>➤ Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service.</li> </ul>

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|  | ➤ Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected. |
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## Monitoring, 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 service will review this policy every 18 months.

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 Regulation 172 of the Education and Care Services National Regulations, the service will ensure that families of children enrolled at 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.

## Links to other policies:

Child Safe Code of Conduct

Privacy and Confidentiality

Supervision

## Related Legislation:

## NQS

<b>Quality Area 4</b>		<b>Staffing arrangements</b>
<i>Standard</i>	4.2	<i>Professionalism</i>
<b>Quality Area 7</b>		<b>Governance and leadership</b>
<i>Standard</i>	7.1	<i>Governance</i>
<i>Element</i>	7.1.3	Roles and responsibility

## National Law

Section	13	Matters to be taken into account in assessing whether fit and proper person
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## National Regulations

Reg	120	Educators who are under 18 to be supervised
Reg	149	Volunteers and students
Reg	166	Children not to be alone with visitors

## Sources:

- Education and Care National Regulations
- Child Protection (Working with Children) Act 2012 NSW
- Australian Children's Education and Care Quality Authority (ACECQA) – [www.acecqa.gov.au](http://www.acecqa.gov.au)
- NSW Office of the Children's Guardian – [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)
- Child Safe Standards

Developed: 2015

PARTICIPATION OF VOLUNTEERS AND STUDENTS

Reviewed: Sep 16, Nov 18, May 22, May 23, Apr 24

KOOTINGAL AND DISTRICT PRESCHOOL INC.

Reviewed & Updated: Dec 25

