



POLICY STATEMENT Children Services Unit

PARTICIPATION OF VOLUNTEERS AND STUDENTS

POLICY ADOPTED: August 2014

Policy Objective:

Bland Shire Council encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings. Having students and volunteers within the Service helps to inform the community about our program and the value of the work we do. It is also a way of obtaining feedback and new ideas. Students and volunteers are welcomed to the Service however the children's care and safety are our priority.

Policy Statement:

Visitors to Bland Shire Council Children Services Unit services are a regular occurrence. Students attend practicum periods; volunteers may choose to spend time in the service along with, educators and staff from other services and other authorised volunteers. The presence of visitors at the service must be monitored and documented.

Statutory Legislation & Considerations:

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011

Definitions:

In this policy 'staff' refers to staff employed by Bland Shire Council Children Services Unit and educators registered with the Bland/Temora Family Day Care Scheme.

Responsibilities:

The Nominated Supervisor will:

- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the service;
- Keep a record of all volunteers and students who spend time in the service. The record will include: *full name; address; date of birth; details of WWCC and next of kin; date and hours of each volunteer or student who participates in the program;*
- Maintain a visitors book and request sign in of all visitors to the service;
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.
- Ensure that students and visitors are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected;
- Provide Educators and students with appropriate paperwork to authorise practicum placements;
- Ensure students are provided with guidelines identifying their responsibilities, expectations and Code of Conduct while at the service during an induction;
- Request that students adhere to all areas of confidentiality.

Staff will:

- Welcome family and friends to visit and participate at any time;
- Welcome visitors to the service and seek information on their reason for visiting;

- Direct visitors appropriately and make the Responsible Person (centre based services only) aware of a visitor presence in the service;
- Facilitate an Induction process including guidelines identifying student responsibilities, expectations and Code of Conduct whilst at the service. All details of students are to be placed on Bland Shire Councils record system;
- Give support and guidance to students where possible;
- Provide mentoring, support and guidance to students where possible;
- Ensure students are never left alone with any children;
- Provide students with opportunities to learn and participate in a positive, engaging environment.

In addition, Family Day Care Educators will:

- Refer potential students to the Coordination Unit for approval to undertake practicum within Bland/Temora Family Day Care.

Family members of a Family Day Care Educator will:

- Be aware of who they are providing access to the Family Day Care service. They are requested to direct all visitors to the Family Day Care educator immediately.

Students will:

- Have completed and submitted a Working With Children Check number and date of birth to the Service prior to commencing placement;
- Comply with all obligations under the NSW Child Protection Legal Framework, Education and Care Services National Regulations and Service Policies and Procedures whilst on practicum;
- Take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development;
- Inform staff at the beginning of the placement of the requirements of their practicum including relevant documentation/programming. They are to work with the staff to timetable these requirements;
- Be responsible for completion of own assessment requirements;
- Sign the visitors register whenever entering or leaving the Education and Care Service;
- Ensure they are not left alone with children during their placement.

Volunteers will:

- Have completed and submitted a Working With Children Check number and date of birth to the Service prior to commencing placement where they are volunteering in programs in which their own child is not enrolled;
- Sign the visitors register whenever entering or leaving the Service;
- Ensure they are not left alone with children at the Service;
- Comply with the Children Services Unit Code of Conduct at all times.

Families will:

- Be aware of the student involvement in the service and their roles and responsibilities;
- Grant permission/decline of observations of their child/ren to be carried out when necessary. These signed consent forms will be retained by the Service.
- Not be required to submit a Working With Children Check where they are volunteering in programs in which their own child is enrolled; however will be required to submit a Working With Children Check and date of birth if volunteering in a program in which their own child is not enrolled.

References:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.
 Education and Care Services National Law 2010
 Education and Care Services National Regulations 2011

Appendices:

Nil

Authorisation:

Status	Committee	N/A		
	Manex	N/A		
Owner	Director Corporate & Community Services			
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Superceded Policy				
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	1		August 2018	
9 October 2018	2		August 2020	
11 May 2021	3		June 2022	
Related Council Policy/Procedure				