

	Volunteer and Student Policy & Procedures
Version No.	Created November 2018
Authorisation	General Manager
Expiry Date	Policy to be reviewed Annually
Responsible Officer	Manager Evolve Early Learning & Kindergarten
Policy Owner	Evolve Early Learning & Kindergarten

Policy

Evolve Early Learning & Kindergarten is committed to:

- Provide guidelines for the engagement and participation of students at Evolve Early Learning & Kindergarten, while ensuring that children's health, safety and wellbeing is protected at all times.

Purpose

Evolve Early Learning & Kindergarten is committed to:

- Supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- Ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging students.

Scope

This policy applies to Evolve Early Learning & Kindergarten who is responsible for the direct education and care of children including offsite excursions and activities.

This policy applies to the Approved Provider, Nominated Supervisor, Certified Supervisor, Primary Nominee, Nominees, Educators, other staff, Students on placement and Volunteers, Parents/guardians, Children and others attending Evolve Early Learning & Kindergarten's programs and activities.

National Quality Standards (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-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development

Background

- Students may participate in programs and activities at the service from time to time in order to observe and experience the provision of centre-based education and care.
- This will be encouraged and facilitated by Evolve Early Learning & Kindergarten wherever appropriate and possible.

Students can expect:

- A safe and well-managed workplace
- Meaningful work experience with appropriate direction, supervision and training
- Recognition for their contribution. Prior to participation at the service all students must be in possession of a Working with Children (WWC) Check card.

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 where there is a conflict of interest. © 2014 Early Learning Association Australia Telephone 03 9489 3500 or 1300 730 119 (rural) Policy no. 20: Participation of Students/VOLUNTEERS Page 2 of 7 (Version 2)
- Prior to commencing work at the service, all students should be interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether the student's goals can be achieved.
- The interview process also provides an opportunity for students to have their questions answered. It is a requirement under the Education and Care Services National Regulations 2011 that the Approved Provider uses the staff record to document the details of all students.
- The staff record must include the full name, address and date of birth of each student who participates at the service.
- The Approved Provider of a centre-based service must also keep a record for each day on which the student participates at the service, including the date and the hours of participation.
- In addition to this, it is recommended that students undertake an induction to the service and complete an induction checklist (refer to Attachment 1), which should also be stored with the staff record.

Education and Care National Regulations

- Educators who are under the age of 18 to be supervised (National Regulations 120)
- Staff Records (National Regulations 145)
- Volunteers and students (National Regulations 149)
- Education and care service must have policies and procedures (National Regulations 168)

Definitions

The terms defined in this section relate specifically to this policy and related procedures. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*

Word/Term	Definition
Conflict of interest	(In relation to this policy) refers to an interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of the student, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the volunteer, but also their relatives, friends or business associates.
Student	A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.
Working directly with children	For the purposes of the National Regulations, working directly with children is defined as being physically present with children and directly engaged in providing them with education and/or care.
Working with Children (WWC) Check	The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid for five years), is granted to a person under working with children legislation if: The most current amendments to listed legislation can be found at: Victorian Legislation – Victorian Law Today: http://www.legislation.vic.gov.au/ Commonwealth Legislation – ComLaw: http://www.comlaw.gov.au/ © 2014 Early Learning Association Australia Telephone 03 9489 3500 or 1300 730 119 (rural) Participation of Students/Volunteers Page 3 of 7 (Version 2) they have been assessed as suitable to work with children there has been no information that, if the person worked with children, they would pose a risk to those children they are not prohibited from attempting to obtain, undertake or remain in child-related employment

VOLUNTEER AND STUDENT PROCEDURE

Purpose

This procedure provides a process for:

The Approved Provider is responsible for

- Developing guidelines in consultation with the Nominated Supervisor and educators for accepting applications from students to undertake practical work placement at the service
- Accepting or rejecting a potential student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360)
- Ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the student's commencement at the service
- Ensuring that the staff record contains information for all students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) Check (Regulations 145, 147, 149)
- Ensuring that students are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected
- Ensuring that students are not left with sole supervision of individual children or groups of children
- Providing students with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- Ensuring that students comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- Developing an induction checklist for students attending the service (refer to Attachment 1 – induction checklist for students) in consultation with the Nominated Supervisor and educators.

The Nominated Supervisor is responsible for:

- Assisting the Approved Provider to develop guidelines for applications from students to undertake practical work placement at the service
- Assisting the Approved Provider with decisions in relation to accepting/rejecting a potential student based on the circumstances of the service at the time
- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360)
- Ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the student's commencement at the service, and that details are included on the staff record
- Ensuring that students are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected
- Ensuring that students are not left with sole supervision of individual children or groups of children
- Providing students and with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- Ensuring that students comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service

- Assisting the Approved Provider to develop an induction checklist for students at the service (refer to Attachment 1 – induction checklist for students)
- Ensuring that students have completed the induction checklist (refer to Attachment 1) and have been provided with a copy of the staff handbook, if applicable.

Certified Supervisors and other educators are responsible for:

- Assisting the Approved Provider and Nominated Supervisor to develop guidelines for applications from students to work at the service
- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times providing students and with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- Ensuring that students comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- Complying with the requirement that students 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 students are not left with sole supervision of individual children or groups of children
- Assisting the Approved Provider and Nominated Supervisor to develop an induction checklist for students at the service (refer to Attachment 1 – induction checklist for students)
- Assisting students to understand the requirements of this policy and the expectations of the service.

Students, while at the service, are responsible for:

- Ensuring they have provided all details required to complete the staff record
- Undertaking a Working with Children (WWC) Check and presenting a current WWC Check card or other notification, as applicable
- Understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to Privacy and Confidentiality Policy)
- 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
- Undertaking the induction process and completing the induction checklist (refer to Attachment 1) 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.

Evaluation

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- Check staff records on a regular basis to ensure details of students are maintained in line with all legislative requirements as outlined in the policy
- Regularly seek feedback from everyone affected by the policy regarding its effectiveness
- Monitor the implementation, compliance, complaints and incidents in relation to this policy
- Keep the policy up to date with current legislation, research, policy and best practice

- Revise the policy and procedures as part of the service’s policy review cycle, or as required
- Notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

References, Sources, Links to Legislation and Other Documents

Please refer to Reference and Sources page

Related service policies:

Child Safe Environment Policy
Code of Conduct Policy
Complaints and Grievances Policy
Delivery and Collection of Children Policy
Determining Responsible Person Policy
Interactions with Children Policy
Staffing Policy

Evolve Early Learning & Kindergarten induction checklist for Volunteers and Students

Name: _____ Date: _____

To be completed by all students participating at and returned to the Nominated Supervisor prior to commencing at the service. Please tick

	Please Tick
I have been given access to all the policies and procedures of Evolve Early Learning & Kindergarten.	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> • Conduct while at the service (Code of Conduct Policy) 	
<ul style="list-style-type: none"> • Emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (Emergency and Evacuation Policy) 	
<ul style="list-style-type: none"> • Accidents at the service (Incident, Injury, Trauma and Illness Policy) 	
<ul style="list-style-type: none"> • Dealing with medical conditions (Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy) 	
<ul style="list-style-type: none"> • Good hygiene practices (Hygiene Policy) 	
<ul style="list-style-type: none"> • Dealing with infectious diseases (Dealing with Infectious Diseases Policy) 	
<ul style="list-style-type: none"> • First aid arrangements for children and adults, including the location of the nearest first aid kit (Administration of First Aid Policy) 	
<ul style="list-style-type: none"> • Daily routines 	
<ul style="list-style-type: none"> • The importance of OHS and following safe work practices (Occupational Health and Safety Policy) 	
<ul style="list-style-type: none"> • Interacting appropriately with children (Interactions with Children Policy) 	
<ul style="list-style-type: none"> • Reporting of serious incidents and notifiable incidents at the service (Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy) 	
<ul style="list-style-type: none"> • Reporting hazards in the workplace (Occupational Health and Safety Policy) 	
<ul style="list-style-type: none"> • Handling complaints and grievances (Complaints and Grievances Policy) 	
<ul style="list-style-type: none"> • Child protection (Child Safe Environment Policy) 	
<ul style="list-style-type: none"> • Privacy and confidentiality of information (Privacy and Confidentiality Policy) 	

<ul style="list-style-type: none"> • My days/hours of attendance are 	
<ul style="list-style-type: none"> • The expectations of my placement/engagement, my role and responsibilities, dress code (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor 	
<ul style="list-style-type: none"> • I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition 	

Student name: _____ Nominated Supervisor's name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____