

# Volunteer & Student Induction Policy and Procedure Preschool



<b>Introduction</b>	Our Preschool 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.
<b>Quality Area</b>	Quality Area 4: Staffing Arrangements, Standard 4.2 Quality Area 7: Leadership and Governance, Standard 7.1, Element 7.1.3
<b>Eligibility</b>	This Policy applies to all staff employed by Learning Links. The term staff also applies to students, interns, and volunteers
<b>Policy</b>	<p>The Preschool is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance.</p> <p>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.</p>
<b>Strategies</b>	<p><b><u>Working With Children Check</u></b> All students and volunteers are required to undertake a Working With Children Check.</p> <p><b><u>Volunteers and Students</u></b> 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.</p> <p>Volunteers and students must not be asked to perform tasks:</p> <ul style="list-style-type: none"> <li>• That they are untrained, unqualified or too inexperienced to undertake.</li> <li>• That put the children or themselves in a vulnerable or potentially unsafe situation.</li> <li>• While unsupervised by an employed educator.</li> </ul>
<b>Roles and Responsibilities</b>	<p><b><u>Approved Provider</u></b></p> <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> </ul> <p><b><u>Nominated Supervisor</u></b></p> <ul style="list-style-type: none"> <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> </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</li> </ul> <p><b>Early Childhood Educators</b></p> <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> </ul> <p><b>Students/Volunteers</b></p> <ul style="list-style-type: none"> <li>Provided all details required to complete their staff record.</li> <li>Undertaking a Working With Children Check and presenting a current Working With Children Check(unless exempt due to being under the age of 18) to P&amp;C and the Nominated Supervisor.</li> <li>Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service.</li> <li>Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures.</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 and students are required to sign in and out of the preschool using the staff sign in and out register.</li> </ul> <p><b>Families</b></p> <ul style="list-style-type: none"> <li>Complying with the requirements of the Education and Care Services National Regulations and with all service policies and procedures.</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> </ul>
<p><b>Related Legislation, Standards, Documents</b></p>	<ul style="list-style-type: none"> <li>Education and Care National Law Act 2010: Section 166(3)</li> <li>Education and Care National Regulations: 149, 168(2)(i)(iii)</li> <li>Australian Child Protection Legislation</li> <li>Working With Children Check -www.ocg.org.au</li> </ul>
<p><b>Review</b></p>	<p>This policy and guidelines will be reviewed every two years and will incorporate current information, legislation and feedback as required.</p> <p>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.</p> <p>This policy is owned by: Preschool</p> <p>Policy updated on: 17 August 2023  Policy updated by: Director, Preschool  Version number: 2.0  This version approved by: GM, Service Quality, Risk and Compliance  This document can be viewed on: SharePoint, Learning Links Preschool Website</p> <p>Policy due for review: 17 August 2025</p>