



JUMBUNNA COMMUNITY PRESCHOOL AND EARLY INTERVENTION CENTRE INC.

QUALITY AREA 4: STAFFING ARRANGEMENTS

PARTICIPATION OF VOLUNTEERS AND STUDENTS

Date Approved: 18/12/12

Related Legislation

- Education and Care National Law Act 2010: Clause 13(c)
- Education and Care National Regulation
- Child Protection (Working with Children) Act 2012 NSW
- Children (Education and Care Services) Supplementary Provisions Regulation 2019
- Children (Education and Care Services) Supplementary Provisions Act 2011

Related Guidelines, Standards, Frameworks

- National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.2
- National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.1.3

Sources

- 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

Policy Statement

Our service is committed to providing a safe environment for all children where their health, safety 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 - How it will be done?

- 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:
 - a) that they are untrained, unqualified or too inexperienced to undertake
 - b) that put the children or themselves in a vulnerable or potentially unsafe situation
 - c) while unsupervised by an employed educator.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> • ensuring the service operates in line with the <i>Education and Care Services National Law</i> and <i>National Regulations 2011</i> with regard to the delivery and collection of children at all times. • 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. • 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 (WWC) check.
Nominated Supervisor	<ul style="list-style-type: none"> • Provide supervision, guidance and advice to ensure adherence to the policy at all times. • 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.
Early Childhood 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. • 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 WWC check and presenting a current WWC check (unless exempt due to being under the age of 18).

Role	Authority/Responsibility For
Student/ Volunteer	<ul style="list-style-type: none"> Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (refer to <i>Privacy and Confidentiality</i> policy). Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> 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 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.
Families	<ul style="list-style-type: none"> Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> and with all service policies and procedures, while attending 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.

Monitoring, Evaluation and Review

All staff will maintain a safe and secure environment for other staff, the children, families and visitors to the service.

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 R. 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.

DOCUMENTATION

Documents related to this policy	
Related policies	
Forms, record keeping or other organisational documents	

Policy Name:	Participation of Volunteers & Students	Policy Number:	
Date Approved:	24 August 2023	Approved By:	Board of Management
Date Issued:	31 August 2023	Review Date:	30 June 2024
Version 1.5	This version of the policy was approved 24 August 2023 and replaces the version approved 30 June 2022		

GUIDELINES

1. Confidentiality is very important. You must never talk about individual children, their families or what they do outside the centre to anyone as this is very private information. It also means the staff cannot talk to you about the children except to give you their name and talk about the program generally (so do not ask please). Confidentiality for staff and the centre is also required.
2. Help the children play with toys and each other. Do just enough so that the children are as independent as possible. Lots of talking to children while you are playing with them helps their language. All children love attention so please share it around.
3. Help the children follow the routine and rules of the centre. This means following what the teacher asks them to do, staying in the group with the other children and behaving appropriately.
4. Assist with personal care tasks under the supervision of a teacher. This means with meals and hand washing.
5. Any other tasks like preparation, tidying up, washing up that a staff member asks you to do.
6. Our behaviour management policy means that you talk to children and give them attention if they are doing the right thing, and if they are not you do not look at them, do not talk to them or walk away if necessary. From time to time teachers may use different strategies but these methods work most times.
7. The safety and well-being of the children is very important. If you see an accident or a child gets hurt, please let a staff member know immediately and they will deal with the matter.
8. You may be required to take a small group of children for an activity. The teacher will help you plan what to do in this group and will assist you to run it as needed.
9. If you would like to try anything during your time here, or do not feel comfortable with something asked of you please do not hesitate to ask one of the staff. If you are a student and need to complete assessment tasks, please consult with the Team Leader well ahead of time.
10. Mobile phones must be left on 'silent' in your bag and not used when with children.
11. You are required to wear an identification badge provided by Jumbunna

Date: /..... /.....
<p>*Volunteers who mentor disadvantaged children or who provide intimate personal care to disabled children should use the Applicant Declaration and Consent rather than the Volunteer/Student Declaration.</p>	
<p>Written Consent from Student or Volunteer</p> <p>I understand and accept my responsibilities under the Education and Care Services National Law and National Regulations, in particular my obligations regarding:</p> <ol style="list-style-type: none"> 1) confidentiality and privacy of families and staff of Jumbunna Services 2) Jumbunna's uniform policy 3) Code of Conduct 4) Work, Health and Safety regulations, and to follow the directions of the Team Leader or delegate. 	
Signature
Date: /..... /.....
Witness
Date: /..... /.....

