

## Volunteers and Students Policy – Under Review

<b>Published</b>	<b>January 2021</b>
<b>Review Date</b>	<b>May 2023</b>
<b>Sources</b>	Education and Care Services National Regulations, October 2020 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2018

### **Aim:**

To provide Students and Volunteers with the opportunity to gain experience and demonstrate their competencies within the Family Day Care Service

### **Explanation:**

Professional Development is an important aspect of Early Childhood training. Enabling Students and Volunteers to participate in the Family Day Care Service demonstrates that Country Children's Early Learning is committed to the training needs of students and volunteers, and the need to impart knowledge and experience from Staff and Educators.

### **Responsibilities:**

#### **In relation to the Co-ordination Unit:**

- Abide by their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to students and volunteers
- Facilitate the participation of students and volunteers from within the community where appropriate
- Maintain records of students and volunteers that include:
  - Full name, address and date of birth
  - Residence or Approved Venue that they participate in
  - Date and hours of participation
- Offer placements to:
  - High school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation for the student to participate
  - Students attending other registered training organisations and studying in a relevant field, such as childcare, teaching, recreation or community services where the training organisation has initiated the placement, identified the students suitability, worked with the supervisor in relation to times and expectations and provided written authorisation for the student to participate
- Obtain relevant Insurance documents from the students training provider and notify the Educator and CCEL Insurer.
- Notify CCEL's Public Liability Insurer of any volunteers
- Offer placements to volunteers after determining their commitment and suitability
- Collect all relevant forms and information from students that is provided by the school or training organisation
- Students and volunteers will work under the guidance of staff and Educators at all times
- During a work experience induction provide students and volunteers with guidelines identifying their responsibilities, expectations and code of conduct while at the service

- Students and volunteers over the age of 18 years must have completed a Working with Children Check prior to commencing at the service
- Give support to students and volunteers where possible

#### **In relation to Educators:**

- Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to students and volunteers
- Seek consent form CCEL prior to accepting a volunteer or student at the Family Day Care Home or Venue
- Assist students and volunteers to belong as part of the team and feel welcome
- Encourage students and volunteers to participate and communicate in an open and honest manner
- Ensure that students and volunteers do not discuss children's development or other issues with parents
- Request that students and volunteers adhere to all areas of confidentiality
- Ensure students and volunteers are never left alone or in charge of any children
- Expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development
- Seek written consent from parents before a student or volunteer is to be placed at the service
- Inform families when a student or volunteer is on placement at the service
- Provide ongoing constructive feedback and assessment that is fair and equitable
- Provide students and volunteers with opportunities to learn and participate in a positive, encouraging environment

#### **In relation to Students and Volunteers:**

- Be aware of their obligations under the current Education and Care Services National Regulations and the National Quality Standard in relation to students and volunteers
- Complete a work experience induction before commencing the placement
- Abide by the services policies and procedures
- Provide the service with all relevant paperwork that is provided by the school or training organisation
- If over 18 complete a Working with Children's Check prior to commencing the placement
- Maintain confidentiality in regards to the children, Educators and staff within the Family Day Care service

#### **Continual Monitoring and Improvement:**

Continual improvement and monitoring will occur in the following ways:

- Incidental and planned consultation with families
- Scheme and Co-ordination Staff accessing current relevant information
- Scheme, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems