

Participation of Volunteers and Students Quality Area 4 – Staffing Arrangements

Policy Statement

Quirindi Preschool Kindergarten 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

Quirindi Preschool Kindergarten 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

- All students and volunteers will be required to undertake a Volunteer working with children check if they are not covered by the Office of the Children's Guardian exceptions.
 - Under 18's
 - Close relatives volunteering at their child's usual school and extra-curricular activities.
 - If visiting from interstate and working with children for fewer than 30days.<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/exemptions>
- 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:
 - that they are untrained, unqualified or too inexperienced to undertake
 - that put the children or themselves in a vulnerable or potentially unsafe situation
 - while unsupervised by an employed educator.

Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"> ▪ Ensure 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. ▪ 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.

Roles and Responsibilities

Role	Authority/Responsibility For
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). Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (<i>refer to Privacy and Confidentiality policy</i>). 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

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 18months.

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.

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
- Community Early Learning Australia (CELA)

Related Legislation

- Education and Care National Law Act 2010: Clause 13(c)
- Education and Care National Regulations 2011
- Child Protection (Working With Children) Act 2012 NSW