

## PARTICIPATION OF VOLUNTEERS AND STUDENTS' POLICY

### Mandatory – Quality Area 4

#### PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers and students at MASK while ensuring that children's health, safety and wellbeing is protected at all times.

#### POLICY STATEMENT

#### VALUES

##### **MASK is committed to:**

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- ensuring the health, safety and wellbeing of each child in the program through consistent compliance with this policy and procedures when engaging volunteers and students

#### SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of MASK.

Volunteers and students may participate in programs and activities at MASK from time to time to observe and experience the provision outside school hours (OSHC) education and care. The role that volunteers play in education and care varies and can include working with groups of children, preparing materials, assisting with administrative tasks or working one on one with individual children.

MASK values the participation of parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and educators' value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" (Early Years Learning Framework).

Parents/guardians do not require a Working with Children Check to volunteer at the service as it is the same activity their child usually participates in. Parents/guardians of a child attending the service can enter the premises at any time that 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 care by MASK, the Nominated Supervisor or educators under the law.

#### PROCEDURES

##### **The Approved Provider is responsible for:**

- ensuring that all staff and volunteers have access to this policy and have a clear understanding of the procedures and practices outlined within
- developing guidelines in consultation with the Nominated Supervisor and educators for accepting applications from volunteers/students to work in the service
- due diligence checking is undertaken prior to accepting a volunteer which may include, reference check, police check, application letter, resume or other relevant and appropriate background checks may also be undertaken
- due diligence checking may be undertaken for students

- Volunteers, students or registered training organisations contact MASK if they wish to undertake the placement to discuss their placement needs
- the preliminary acceptance of a volunteer or student will be based on the circumstances of the service at the time and if the Approved Provider feels they are in the position to accept a volunteer, they can do so
- the completed placement agreement form (provided by the student's registered training organisation) is to be held at the MASK office where the student is working
- a volunteer/student record form is completed and filed in the staff record folder at MASK prior to commencement
- the volunteer/student induction checklist is completed by the relevant supervisor whom they will be working with, prior to commencement
- this employee will also be responsible for the overall supervision and support of the volunteer/student whilst they are undertaking their placement, with assistance from other staff
- any persons participating in the service other than parents/ guardians (such as a helper on duty or assisting on an excursion) are required to hold a current and valid Working with Children Check
- ensuring that children being educated and cared for are adequately supervised, and the legislated educator to child ratios are complied with at all times (Regulations 123, 355, 360) (refer to Supervision of Children Policy)
- ensuring that, where required, the Working with Children (WWCC) Check has been read/sighted prior to the volunteer's/student's commencement in the service and is current throughout the duration of placement/work in the program
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children 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 program can enter the 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 educators under the law (Regulation 157)
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians in the service
- providing volunteers/students and parents/guardians with access to all policies and procedures, and the Education and Care Centres National Regulations 2011
- ensuring that volunteers/students and parents/guardians comply with the National Regulations and all policies and procedures, including the Code of Conduct Policy, while attending the service
- developing an induction checklist for volunteers/students attending the service (Refer to Attachment 1 - Sample induction checklist for volunteers/students) in consultation with the Nominated Supervisor and educators

**All Staff are responsible for:**

- assisting the Approved Provider to develop guidelines for applications from volunteers/students to work in the program
- assisting the Approved Provider with decisions in relation to accepting/rejecting/continuing/ceasing a volunteer/student based on the circumstances in the program 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) (refer to Supervision of Children Policy)
- ensuring that, where required, the Working with Children Check (WWCC) has been read/sighted prior to the volunteer's commencement and that details are included on the staff record
- ensuring that volunteers/students and parents/guardians are adequately supervised at all times
- 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 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 educators under the law (Regulation 157)
- ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians into the service
- assisting the Approved Provider to develop an induction checklist for volunteers/students at the service (refer to Attachment 1 - Sample induction checklist for volunteers/students)
- ensuring that volunteers/students have completed the induction checklist (refer to Attachment 1) and have been provided with a copy of the staff handbook, if applicable.
- assisting volunteers/students to understand the requirements of this policy and the expectations of the service
- ensuring that volunteers/students have provided all details required to complete the student/volunteer staff record
- ensuring that volunteers/students understand and acknowledge the requirement for confidentiality of all information relating to educators and families (refer to Privacy and Confidentiality Policy)
- ensuring that volunteers/students comply with the requirements of the Education and Care Centres National Regulations 2011 and with all policies and procedures, including the Code of Conduct Policy
- ensuring that volunteers/students follow the directions of staff at all times
- to ensure that the health, safety and wellbeing of children is protected
- treating volunteers/students with respect and dignity
- providing a wide range of opportunities to enable and encourage participation
- providing guidance and assistance where necessary
- providing volunteers/students with opportunities to meet their learning outcomes
- ensuring the health, safety and wellbeing of volunteers/students is protected by maintaining a safe environment
- ensuring tasks assigned to volunteers/students are relevant and do not exceed their capabilities or understanding
- ensuring volunteers/students understand the expectations of their position and provide any required clarification
- facilitating a positive placement experience for volunteers/students
- providing information to children and parents/guardians about the placement of a volunteer/student

**The responsibilities of volunteers/students whilst undertaking placement within MASK include:**

- treating MASK employees, children, parents and families with respect and dignity
- actively participating in a wide range of activities and tasks

- seeking guidance, assistance and clarification on anything relevant to their placement or environment
- ensuring the health, safety and wellbeing of everyone is being protected by engaging in safe practices
- complying with the Education and Care Centres National Legislation and MASK policies
- undertaking assigned tasks within their capabilities and understanding (and advising staff where tasks cannot be completed)
- avoiding situations where they may be left unsupervised with children, and alerting educators to these situations
- adhering to the privacy and confidentiality of all information relating to educators, children and families with the organisation
- adhering to agreed attendance times and advising in advance if they are unable to attend

### **Cancellation of Placement:**

- A placement may be cancelled by the volunteer or student at any time.
- In the case of a breach of the MASK Code of Conduct by a volunteer or student, the placement may be cancelled immediately
- MASK may also cancel the placement of a volunteer or student at any time at the discretion of the Approved Provider of the service

### **Parents/guardians are responsible for:**

- complying with the requirements of the Education and Care Centres National Regulations 2011 and with all policies and procedures, including the Code of Conduct Policy, while attending the service
- following the directions of staff at all times to ensure that the health, safety and wellbeing of children is protected
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families (refer to Privacy and Confidentiality Policy)

### **EVALUATION**

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

- check staff records on a regular basis to ensure details of students and volunteers 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 MASK policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

### **ATTACHMENTS**

- **Attachment 1: Sample induction checklist for volunteers/students**

## AUTHORISATION

Policy last reviewed	27 July 2021
Approved by	Murchison Primary School Council
Next scheduled review date	2023 or as required

## ATTACHMENT 1

### Induction checklist for volunteers/students

Name: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed with all volunteers/students participating at MASK  
Please tick off once completed.

- ☐ Introduce all staff
- ☐ Volunteers staff record completed fully
- ☐ Location of policy book, National Law and Regulations
- ☐ Emergency management plan and evacuation procedure
- ☐ Routine of the day
- ☐ Any children with medical conditions that you need to be aware of
- ☐ Importance of good hygiene practices
- ☐ The location of the nearest first aid kit and medication protocols
- ☐ Reporting hazards in the workplace
- ☐ OHS and following safe work practices
- ☐ Interacting appropriately with children
- ☐ Complaints and grievances procedure
- ☐ Child protection, child safe and rights of the child
- ☐ Mobile phone policy
- ☐ Non-smoking policy
- ☐ The expectations of my placement/engagement, my role and responsibilities
- ☐ (Including attending to the requirements of children with additional needs)
- ☐ have been clearly explained to me by my supervisor

- I am aware that I am expected to participate in general tasks, including
- maintaining the environment in a clean, safe and tidy condition

Volunteer/student name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nominated Supervisor's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_