



Participation of Volunteers & Students

Aim

We value the additional knowledge, skills and opportunities volunteers and students can bring to the service and therefore welcome them into our preschool. As with everything in the service, the safety and wellbeing of the children and our stakeholders is paramount and therefore we have specific guidelines and practices for both volunteers and students.

Implementation

Sutherland Presbyterian Church Preschool accepts students from schools, vocational training institutions and universities, which will be referred to as 'educational institutions' in this policy.

Required documentation

Working with children check (WWCC) - All volunteers and students (ages 18 and over) are required to obtain a Working With Children Check if they are to be working directly with the children. This can be applied for online via <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> at no cost to the volunteer.

Under the WWCC reg 149b/c: if the volunteer is not going to work in direct contact with the children then this does not need to be applied for e.g. admin work, fundraising work, committee meetings etc. However, our Approved Provider, Presbyterian Social Services/ Jericho Road, prefer all adults on the premises on a regular basis, hold a valid WWCC.

Insurance paperwork – All students attending the service are required to provide evidence of insurance from their academic institution prior to commencing practicum at the service. It is the responsibility of the student to provide this documentation.

Evidence of work placement expectations – All students must present information regarding where they are from, the reason for their work placement and the expectations of their time during work placement. Depending on the amount of workload students are expected to complete while on practicum there may be times when the student's request to complete their placement at the preschool is denied due to the inability to accurately address the time and commitment they require from employees. This will be managed on a case to case basis and discussed directly with the student and/or their guardian/academic institution.

Attendance record - Students and volunteers are required to sign in and out of the premises every time they are on site. The record of their attendance will be kept in their file if they have one, otherwise it will remain in the visitors sign in and out forms.



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Expectations of volunteers and students

Induction - All students and volunteers complete an induction prior to commencing their time at the service. The induction includes familiarising them with the service as well as key expectations during their time at the service. The induction must include communicating the child protection law and associated expectations within the service to all students and visitors.

Supervision when working with children - As per the regulation 13 “a person is working directly with children at a given time if at that time the person—

(a) is physically present with the children; and

(b) is directly engaged in providing education and care to the children.”

It is part of our expectations for both students and volunteers that at no time will they be left alone to work directly with the children without a member of staff in attendance.

Adherence to workplace expectations – All volunteers and students must always follow all instructions given by employees while on the premises for their own health and safety, any unwillingness to follow organisational expectations may result in the termination of the student placement. Depending on the amount of time the person is to be spending at the service it may be an expectation to familiarise themselves with specific policies and procedures to ensure WHS requirements are followed while attending the preschool.

Privacy and confidentiality – While attending the organisation it is an expectation that any information learnt about the preschool stakeholders (e.g. children, families and staff) will be treated as private and confidential and is not to be shared with others outside of the organisation without written consent by either parents/guardians or employees. This includes information about children’s development, home lives, family information, personal details, or organisation practices and financial information. All photographs and documents taken at the service must be related to specific tasks and be discussed with your workplace supervisor before use. While at the service it is an expectation that no photos will be taken and used on social media posts without the explicit written permission to do so prior to the posting. Any breaches of privacy and confidentiality will be taken very seriously and may result in termination of the working relationship with the preschool.

Volunteers - Should a volunteer wish to spend time at the service, whether on a regular basis or to do a specific activity with the children, they will need to discuss this with the preschool prior to their arrival at the service to decide on an appropriate schedule for when this can occur. Any volunteers at the service will be required to sign in and out each day using the visitors register. Volunteers must also provide the following information – Full name, address and date of birth to allow for verification of their WWCC, prior to commencing volunteer work.

Students – Information provided by the academic institution for the student must contain WWCC details, insurance information, work placement expectations and the details of the student including Full name, address, date of birth, and legal guardian in the case of the student being under 18.

Students must also sign in and out each day using the visitor’s register. Students are expected to provide information with the preschool in a timely manner including dates and times of anticipated attendance, planned visits from workplace assessors, expectations of the preschool and any additional/medical needs that the student may have to allow for adaptations to be made if necessary.



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In addition to the above expectations it is an expectation of all students that they will:

- Wear suitable clothing at all times
- Use initiative and help our around the service with tasks and the engagement of the children in the program
- Alert staff to any issues or concerns as soon as they arise
- Advise the service as soon as possible if they are unable to attend the service on a scheduled day or are feeling unwell and need to go home

In return SPCP will:

- Provide opportunities to work on assessments away from the children (if applicable)
- Provide support, guidance and mentoring across the practicum period to assist in the student gaining skills and knowledge
- Complete any verbal or written feedback required by the school or training organisation in order to meet the requirements of the practicum
- Address any concerns or issues with the student and/or educational institution as soon as they arise and work together to find a suitable solution

Source

Education and Care Services National Regulations

Compliance evidence

Education and Care Services National Regulations (2018) 13, 149, 168, 358

National Quality Standards 2.2, 4.1, 6.1, 6.2, 7.1, 7.2. New in the 2024 version.

Compliance evidence

Education and Care Services National Regulations (2023) 83, 84, 149,

National Quality Standard 2.2, 4.1, 4.2, 7.1

Supports Child Safe Standards: 1, 5, 8, 10 - New in the 2024 version.

Review Dates

Date of last review: 1 October, 2020

Date of current review: Apr 2024

Date of next review: 2026

Approved by: Lisa Collins (Director)/ Barbara Black (Treasurer).