

Participation of Volunteers and Students Procedure

Knox Early Years Services

Purpose

This procedure provides direction to Educators and staff at Knox City Council (KCC) Early Years Services to enable:

- Educators and staff to support the participation of students and volunteers in services as they gain experience working with young children in our community.
- Educators and staff to encourage the participation of families and community within the service.
- The safe participation of students and volunteers within the KCC Early Years Services.
- Educators and staff to provide a safe environment for all children where their health, safety and wellbeing is protected at all times.

All members of our service including educators, staff, children, families and volunteers will be supported in implementing this procedure.

Procedure

KCC Early Years Services value 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 experiences and learning opportunities.

The approved provider and nominated supervisor are responsible for:

- Making sure KCC Early Years Services operates in line with the Education and Care Services National Law and National Regulations with regard to the delivery and collection of children at all times. (*refer to Delivery and Collection of Children Procedure*)
- Referring enquiries from potential volunteers to the 'Volunteers for Knox' organisation for the initial selection process. <http://www.volunteerforknox.com.au/>
- The needs of the services to be taken into consideration when considering the selection and participation of volunteers and students in KCC Early Years Services.
- Completion of a volunteer/student Personal Record Form which contains information for all volunteers and students attending the service. The information recorded entails: (*Education and Care Services National Regulations:145, 149 & 154*)
 - Full name of Volunteer/Student
 - Address
 - Date of birth
 - Dates and hours of participation
 - Emergency contact details
 - Working with Children Check details

- Providing an induction to all volunteers/students of the service/facility they are participating in. As part of the induction volunteers will be provided the following documents:
 - Managing Volunteers Procedure Manual
 - Work CARE Workbook

<http://erik/People/VoluntaryWorkers/Pages/Default.aspx>
- Enabling parents of children attending the service to access 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 and/or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the law. (*Education and Care Services National Regulation: 157*).

Responsible Person, Educational Leaders and Educators are responsible for:

- Maintaining records relating to volunteers and students at KCC Early Years Services.
- Maintaining the visitors book, requiring all volunteers and students to sign in and out of the service.
- Having knowledge pertaining to the regulatory and ethical guidelines relating to volunteers and students participating in the service.
- Maintaining that all volunteers, students and parents are actively supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Making sure that volunteers, students and parents are not left with the sole supervision of individual children or groups of children.
- Making sure that educators are present in the area in which the student is participating in the education and care of children. When a student is assuming ‘full control’ as part of the practicum, this procedure continues to apply.
- Making sure volunteers and students understand the need to maintain confidentiality of all families, children, education, staff and the community at all times
- Maintaining educator to child ratios at all times. Volunteers and students must not be counted as part of the educator to child ratios at any time.
- Informing other educators and staff of the presence of any volunteers or students participating at the service.
- Informing volunteers and students of the relevant policy and procedures at the service including but not limited to Child Protection, Providing a Safe Environment and Code of Conduct Procedure.

Some of the following is from the ‘Early Childhood Australia Code of Ethics’ and will guide our practices in relation to students.

Educators will:

1. Afford professional opportunities and resources for students to demonstrate their competencies.
2. Acknowledge and support the personal strengths, professional knowledge, diversity and experience, which students bring to the environment.
3. Model high quality professional practices and provide constructive feedback and assessment for students as aspiring professionals.
4. Know the requirements of the student’s individual institutions and communicate openly with the representatives of that institution.
5. Implement strategies that will empower students to make positive contributions to the workplace.
6. Maintain confidentiality in relation to students.

Volunteers and Students will:

- Make sure their Working with Children’s Check is available at all times whilst participating at the service.
- Make sure they sign in to and out of the service by recording this in the service sign in book daily.
- Comply with the Education and Care Services National Law and the Education and Care Services National Regulations.
- Follow directions provided to them from educators and staff to maintain that the health, safety and wellbeing of children is protected.
- Complete the Induction Training and the Work CARE Workbook and follow the Volunteer Procedure Manual.

- Maintain confidentiality at all times
- Read the related Policy and Procedures at the services including but not limited to Child Protection, Providing a Safe Environment and Code of Conduct Procedures.
- Comply with the Volunteer Code of Conduct Procedure.

Families are encouraged to:

- Comply with the Code of Conduct Procedure whilst at the service.
- Read the Participation of Volunteers and Students Procedure.

Definitions

Approved Provider:	Someone with management or control that will operate the education and care service; this can be an individual, an organisation or a company.
Educator:	These are staff employed to care and educate children enrolled in the Early Years’ Service. This may include but is not limited to an Approved Provider, Responsible Person, Nominated Supervisor Person In Day-to-Day Charge and Educational Leader.
Early Years Service:	Refers to Long Day Care, Occasional Care, and Preschool unless otherwise specified.
Nominated Supervisor:	This is a person designated by the service as the Nominated Supervisor.
Responsible Person:	Must be present at all times at a centre based service who is educating and caring for children. A responsible person can be one of the following (section 162): <ul style="list-style-type: none"> • The approved provider or a person with management or control • The nominated supervisor of the service • A person who has been placed in day-to-day charge of the service.
Person In Day-to-Day Charge of the service:	In relation to an education and care service, means a person who is placed in day-to-day charge of the service in accordance with the National Regulations.
Parent:	The term ‘parent’ includes a child’s legal guardian. It does not include a parent who is prohibited by a court order from having contact with the child.

Legislation and Standards

- Education and Care Services National Regulations 2011
- Educational and Care Services National Amendment Regulations 2017
- Educational and Care Service National Law 2010
- National Quality Standard, Quality Area 4: Staffing Arrangements – Standard 4.2
- National Quality Standard, Quality Area 7: Leadership and Service Management – Standard 7.1 & 7.3

References and Sources

- National Quality Standard and Operational Requirements, Part B Operational Requirements October 2017
- eRIK Knox Council Intranet – Volunteer Workers - <http://erik/People/VoluntaryWorkers/Pages/Default.aspx>
- ECA Code of Ethics

Related Policy and Procedure

KCC Early Years Services Delivery and Collection of Children Procedure
KCC Early Years Services Code of Conduct Procedure
KCC Early Years Services Child Protection Procedure
KCC Early Years Services Equity, Diversity and Inclusion Procedure
KCC Early Years Services Providing a Child Safe Environment Procedure
KCC Early Years Services Governance and Management including Confidentiality of Records Procedure
KCC Early Years Services Relationships and Interactions with Children Policy and Procedure
KCC Early Years Services Staffing Arrangements Procedure
KCC Early Years Health, Safety and Medical Conditions Policy
KCC Volunteer Management Policy
KCC Managing Volunteers Procedure Manual
KCC Volunteers Code of Conduct Procedure
KCC Volunteers Role Statement
KCC Work CARE Workbook