



## **Student, Work Experience, Volunteer & Visitor Policy**

### **Introduction:**

Visitors are a regular part of our day at Toukley Preschool. Family members are always welcome at the centre and interested families want to visit a service when deciding on future care for their children. Students attend for their practicum periods, volunteers may choose to spend time in our preschool along with, educators and staff from other services and there is often the necessity for maintenance personnel and other persons to visit our centre.

Toukley Preschool encourages student and volunteer participation as we are committed to assisting students gain valuable experience in early childhood settings, however, the presence of visitors at the service must be monitored and documented.

Our service is committed to providing a safe environment for all children where their health, safety and wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student, volunteers and visitors, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

### **Aim:**

Our education and care service 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.

### **Implementation/Roles and Responsibilities:**

- ◁ All students and volunteers will be required to undertake a working with children check
- ◁ 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**

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

- ◁ ensuring 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, parents/guardians and visitors are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- ◁ ensuring that volunteers/students, parents/guardians and visitors 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 permitting the parent's entry would pose a risk to the safety of children or educator, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the Law, or if the Approved Provider or Nominated Supervisor reasonably believes that permitting the parent's entry would contravene a court order.
- ◁ 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.
- ◁ Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

#### **The Nominated Supervisor is responsible for:**

- ◁ 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 are responsible for:**

- ◁ Complying with the requirement that volunteers/students, parents/guardians and visitors 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/Volunteers and Visitors where applicable are responsible for:**

- ◁ 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 (refer to Privacy and Confidentiality policy).
- ◁ Complying with the requirements of the Education and Care Services National Regulations 2011 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.
- ◁ Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.

**Families are responsible for:**

- ◁ Complying with the requirements of the Education and Care Services National Regulations 2011 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.

**Evaluation:**

All educators and staff will maintain a safe and secure environment for other staff, the children, families, visitors and students to the service.

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 Legislation**

- ◁ Education and Care National Law Act 2010: Section 166(3)
- ◁ Education and Care National Regulations: 149, 168(2)(i)(iii)
- ◁ Australian Child Protection Legislation [aifs.gov.au/cfca/publications/australian-childprotection-legislation](http://aifs.gov.au/cfca/publications/australian-childprotection-legislation)

**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](http://www.acecqa.gov.au)
- ◁ NSW Office of the Children’s Guardian – [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

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