

Participation of Volunteers and Students

NQS

QA2	2.3.1	Children are adequately supervised at all times.
	2.3.4	Educators, co-ordinators and staff members are aware of their roles and responsibilities to respond to every child at risk of abuse or neglect.

National Regulations

Regs	77	Health, Hygiene and Safe Food Practices.
	85	Incident, Injury, Trauma and Illness Policies and Procedures.
	90	Medical Conditions Policy.
	145	Staff Record.
	149	Volunteers and Students.
	170	Policies and Procedures to be Followed.

EYLF

LO1	Children Feel Safe, Secure and Supported.
LO3	Children are Happy, Healthy, Safe and Connected to Others.

Aim

The kindergarten acknowledges contributions made by volunteers and greatly appreciates the role they play in complementing the work of paid employees. Our kindergarten seeks to provide meaningful work, appropriate direction, supervision and training for all volunteers and students on practicum placement while ensuring that the children under their care are safe and respected at all times.

Principles

- The rights of children to learn in a safe, respectful and well-organised environment are paramount and will take priority over other interests.
- Persons must be suitable to volunteer with children or be in close proximity to them.
- Suspected or known risks to children and young people must be responded to immediately.
- Volunteering is a highly desirable and valuable part of the South Australian Government education and care system, which is encouraged, supported and valued.

Objectives

- Affirm volunteering as an important and valued part of the South Australian Government education and care system.
- Minimise and guard against potential risks to children (**comply with the DECD child protection policies**).
- Ensure volunteer management practices meet legislative and South Australian Government policy requirements.
- Ensure that volunteers are not asked to perform tasks that they are untrained, unqualified or too inexperienced to undertake.
- Require that all volunteers working at the kindergarten as well as Governing Council members obtain a *Criminal History Clearance* (that is required to be renewed every three years) and attend the training course for *Responding to Abuse and Neglect*.
- Ensure that volunteers have access to an orientation and induction process which introduces the volunteer to the site environment.
- Ensure that all volunteers are familiar and **comply with the DECD child protection policies**.
- Ensure that all volunteers are aware of the centre's behaviour management policy, requirements regarding supervision and confidentiality (both at the centre and within the community) and expectations regarding personal conduct and interaction with children.
- All volunteers must be made aware of DECD and site Occupational Health, Safety and Welfare (OHSW) policies and procedures (including health, hygiene and safe food practices, incident, injury, trauma and illness and medical conditions).
- During the course of their volunteering, some volunteers may be given access to private and confidential information. Volunteers must be made aware of their responsibilities in relation to confidentiality, privacy and cultural sensitivity.
- Volunteers must be made aware of the types of out of pocket expenses that will be reimbursed and the procedure for requesting reimbursement of out-of pocket expenses.
- Volunteers must be made aware of their responsibilities in relation to using Government equipment and services.
- Volunteers are able to raise concerns about issues in the workplace.
- The volunteer must be made aware that compliance with all relevant guidelines such as the Occupational Health Safety and Welfare requirements is expected.

Source

DECD, 2012, **Volunteers working in Educational Sites and Settings Policy**.

Review

This policy will be reviewed on a 3 yearly basis by the preschool staff and the Governing Council.