

Nunawading Christian College

ELC & OSHC



Student and Volunteers Policy

Document Control

Revision Number	Implementation Date	Review Date	Prepared By	Approved By
5	October 2021	October 2022	Katherine Darroch	Leanne Munchan



Rationale

Our Service values the participation of students and volunteers. Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. Students and voluntary workers are welcomed to the Service, however, the children's care and safety are our first priority.

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

Aims

Nunawading Christian College Early Learning Centre 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 at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	Development of professionals	Educators, co-ordinations and staff members" performance is regularly evaluated and individual plans are in place to support learning and development.

Children (Education and Care Services) National Law NSW	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures
170	Policies and procedures to be followed
172	Notification of change to policies and procedures

Related Policies

Child Protection Policy
Child Safe Environment Policy
Code of Conduct policy
Dealing with Complaints Policy

Staffing arrangements policy
Privacy and confidentiality policy
Interaction with children, family and staff policy

Purpose

Our Service supports participation of work placement students (including work experience students) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. We aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre's daily routine, and to assist in accordance with their qualification level to work with children under the National Quality Framework requirements.

Scope

This policy applies to children, families, staff, management and visitors of the Service.

Implementation

We have a strong commitment to provide a range of opportunities for volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the Service.

"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, 2009).

Approved Provider/Management/Nominated Supervisor/Responsible Person will:

- Appoint an educator to be the 'Student Supervisor/mentor' for the duration of the placement.
- Conduct an orientation for the student or volunteer including taking the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities.
- Provide the student/volunteer with a Student and Volunteer Handbook.
- Negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.
- Advise students or volunteer to bring in a poster with a photo introducing themselves and outlining the reason for their placement.
- Inform families, children, and Educators when work experience students and volunteers are present at the Service, including their role and hours they will be attending the Service.
- Ensure work placement students or volunteers are never left alone with children or included in the ratio of adults to children.

- Ensure students and volunteers are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors.
- Introduce the student or volunteer to educators and their Lead Educator.
- Assist the student or volunteer to complete the Educator Acknowledgement Checklist.
- Show the student or volunteer where they can access the Service's policies.
- Ensure the student or volunteer has signed a confidentiality agreement prior to commencing their placement.
- Discuss any relevant important information about specific children to the student or volunteer (i.e. court orders, additional needs, dietary needs) so that the student or volunteer is aware of potential issues.
- Liaise with learning institutions and accept suitable student placements under the institution's supervision.
- Assist learning institutions to place suitable students with individual Educators.
- Ensure student's/volunteer's paperwork and insurance are current.
- Ensure each student or volunteer holds a current Working with Children Check prior to commencing their placement
- Verify each student or volunteers Working With Children Check
- Ensure students and volunteers provide an immunisation status (including COVID-19 vaccination or a medical contradiction certificate if required).

Educators will:

- Maintain open communication with work experience students and volunteers along with their practicum teachers about their performance.
- Support all students and volunteer's practicum requirements to the best of their ability during the placement.
- Work as a team sharing appropriate skills and knowledge with each student and volunteer.
- Ensure all colleagues are provided with relevant information about tasks the student is required to complete in the service as part of their practicum.
- Be aware of student and volunteer expectations.
- Have the time and proficiencies to support each student and volunteer in their placement.
- Encourage students to seek help and advice as required.
- Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner.
- Guide the students or volunteer throughout the day.
- Make the student or volunteer feel welcome and a valued member of the team.
- Ensure the student or volunteer is not left alone with a child or children.

The Room Leader will:

- Discuss the progress of written work and performance with the student or volunteer.
- Discuss any concerns raised by the student with the Student Supervisor.
- Ensure students or volunteers are directly supervised at all times during children's nappy change times.
- Encourage students and volunteers to use their initiative.
- Ensure the student/volunteer remains up to date with their assessments/tasks to be completed.
- Discuss concerns with student/volunteer with management.
- Never leave the student or volunteer alone with a child or children.
- Provide honest and accurate feedback to the student's training institution supervisor as required.

Work Experience Students and Volunteers will:

- Learn about the children through interaction and practical experience.
- Develop the skills and knowledge needed to care for and educate children.
- Learn about the importance of working as part of a team in the Early Childhood Profession.

- Learn strategies employed when working in a team environment.
- Learn and accommodate the expectations of qualified educators in the Service.
- Inform the room leader in writing of what will be expected of them by their training body, University or School, and provide time sheets and evaluation forms.
- Keep up to date with all written work requirements.
- Work a variety of shifts to gain knowledge of different aspects of Service operations.
- Bring in a poster introducing themselves that will include:
 - Name
 - Photo
 - Course they are studying
 - RTO/University they are studying with
 - Dates and times they will be at the Service
 - The focus of their study.
- Discuss any problems the student may be experiencing with their room leader.
- Adhere to all Service policies and procedures.
- Never remove a child from direct staff supervision.
- Provide immunisation status (including COVID-19 vaccination or a medical contraindication certificate if required).

Probity Checks:

- All students and volunteers will supply identity details to the Nominated Supervisor.
- All students and volunteers will complete a Working with Children Check.
- All students and volunteers will have a meeting with the Nominated Supervisor so that they will receive information regarding the following service policies:
 - Child protection
 - Privacy and Confidentiality
 - Work, Health & Safety
 - Code of Conduct
 - Dealing with Complaints

Students at risk:

If educators feel that the student is at risk of failing their practicum, the following steps will be taken:

1. The Lead Educator will alert the Student's training institution Supervisor of any concerns regarding the student.
2. Both the Student Supervisor and the Lead Educator will discuss concerns with the student.
3. The Lead Educator will arrange for the student's supervisor/assessor to visit the Service and discuss concerns that have ascended.
4. The student's educational institution and Nominated Supervisor will govern the outcome of the practicum.

Termination of Student Practicum or Volunteer Placement:

Termination of student's or volunteer's placement will occur if the student or volunteer:

- Harms or is at risk of harming a child in their care.
- Is under the influence of drugs or alcohol.
- Fails to notify the Service if they will not be attending the Service.
- Does not adhere to starting times or break times.
- Is observed using repeated inappropriate behaviour at the Service.
- Does not comply with all policies and procedures addressed in the student package.
- Does not provide the photo with an introduction on commencement.
- Does not keep up to date with their work placement tasks.
- Removes any child or children from the direct supervision of an educator.



Parents/guardians are responsible for:

- Complying with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, including the Code of Conduct Policy, 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.

Source

- Department of Education, Education and Skills (2009). Belonging, being and becoming: the early years learning framework for Australia.
- Education and Care Services National Law Act 2010. (Amended 2018).
- Education and Care Services National Regulations. (2011).
- Fair Work Act 2009 (Cth).
- Fair Work Commission: Anti-bullying jurisdiction.
- Guide to the National Quality Framework. (2018). (Amended 2020).
- Office of the Director of Equal Opportunity in Public Employment. (1996). [Dealing with employee work-related concerns and grievances: Policy and guidelines](#):
- Revised National Quality Standards. (2018).
- Safe Work Australia. (2016). [Guide for preventing and responding to workplace bullying](#)
- TAFE NSW [Student responsibilities in work placement](#)
- Work Health and Safety Act, 2011.

Attachments

Attachment 1: Sample induction checklist for volunteers/students

Review

Date Reviewed	Modifications	Next Policy Review Date
August 2017	<ul style="list-style-type: none"> • Changes made to ensure student/volunteer compliance 	October 2018
October 2017	<ul style="list-style-type: none"> • Updated references to comply with the revised National Quality Standard 	October 2018
March 2019	<ul style="list-style-type: none"> • Minor updates to policy definition and names 	March 2020
May 2020	<ul style="list-style-type: none"> • Unnecessary capitalisation replaced with lower case for 'students' and 'volunteers' throughout document. • Sources checked and updated. • Minor punctuation and wording edited. • Related policies added. 	October 2020
October 2020	<ul style="list-style-type: none"> • Supporting resource added- Student/Volunteer Handbook • Additional sources added and links edited/checked • Reviewed and attached Appendix 1: Student and Volunteer Induction Checklist 	October 2021
October 2021	<ul style="list-style-type: none"> • Edits to ensure consistency of student and volunteer throughout policy • Additional policies added for student and volunteer checklist 	October 2022



Attachment 1 | Induction checklist for volunteers/students

Name:

Date:

To be completed by all volunteers/students participating at Nunawading Christian College Early Learning Centre and returned to the Nominated Supervisor prior to commencing at the service.

	Please initial
I have been given access to all the policies and procedures of Nunawading Christian College Early Learning Centre.	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> Conduct while at the service (<i>Code of Conduct Policy</i>) 	
<ul style="list-style-type: none"> Emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>) 	
<ul style="list-style-type: none"> Accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>) 	
<ul style="list-style-type: none"> Dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>) 	
<ul style="list-style-type: none"> Good hygiene practices (<i>Hygiene Policy</i>) 	
<ul style="list-style-type: none"> Dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) 	
<ul style="list-style-type: none"> First aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) 	
<ul style="list-style-type: none"> Daily routines 	
<ul style="list-style-type: none"> The importance of WHS and following safe work practices (<i>Workplace Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> Interacting appropriately with children (<i>Interactions with Children Policy</i>) 	
<ul style="list-style-type: none"> Reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> Reporting hazards in the workplace (<i>Workplace Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> Handling complaints and grievances (<i>Complaints and Grievances Policy</i>) 	
<ul style="list-style-type: none"> Child protection (<i>Child Safe Environment Policy</i>) 	
<ul style="list-style-type: none"> Privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>) 	
I am aware of the non-smoking policy of the service	
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 name:

Signature:

Date: