



PARTICIPATION OF VOLUNTEERS AND STUDENTS ON PRACTICUM POLICY (ELC)

1 PURPOSE

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

2 SCOPE

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of Minaret College Early Learning Centres.

3 PROCEDURES

The Approved Provider and Persons with Management or Control are responsible for:

- developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the Nominated Supervisor and educators and which are aligned with the Child Safe Environment Policy
- accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to Supervision of Children Policy)
- reading the Working with Children (WWC) Check of volunteers and students where required, and ensuring that the details are recorded in the service register
- ensuring that the staff record contains the name, address and date of birth of volunteers and students attending the service (Regulations 145, 149(1))
- keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (Regulation 149(2))
- 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
- ensuring that the Nominated Supervisor, educators and other staff, volunteers and students on placement at the service are not affected by alcohol or drugs (including

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prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83)

- 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 this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the law (Regulation 157)
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- developing an induction checklist for volunteers and students attending the service (refer to Attachment – Induction checklist for volunteers and students) in consultation with the Nominated Supervisor and educators.

The Nominated Supervisor and Persons in Day to Day Charge are responsible for:

- assisting the Approved Provider to develop guidelines for applications from volunteers and students to work at the service and which are aligned with the Child Safe Environment Policy
- assisting the Approved Provider with decisions in relation to accepting/rejecting a potential volunteer or student based on the circumstances of the service at the time
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to Supervision of Children Policy)
- ensuring that, where required, the WWC Check has been read prior to the volunteer/student's commencement at the service, and that details are included on the staff record
- ensuring that volunteers, students and parents/guardians are adequately supervised at all times when participating at the service, 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
- 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 this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or educators under the law (Regulation 157)
- ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the Code of Conduct, while attending the service

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- assisting the Approved Provider to develop an induction checklist for volunteers and students at the service (refer to Attachment – Induction checklist for volunteers and students)
- ensuring that volunteers and students have completed the induction checklist (refer to Attachment) and have been provided with a copy of the staff handbook, if applicable.

All other educators are responsible for:

- assisting the Approved Provider and Nominated Supervisor to develop guidelines for applications from volunteers and students to participate at the service and are aligned with the Providing a Child Safe Environment Policy
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times
- providing volunteers, students and parents/guardians with access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- ensuring that volunteers, students and parents/guardians comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the safety, health 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
- enabling parents/guardians of children attending the service 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
- assisting the Approved Provider and Nominated Supervisor to develop an induction checklist for volunteers and students at the service (refer to Attachment – Induction checklist for volunteers and students)
- assisting volunteers and students to understand the requirements of this policy and the expectations of the service.

Volunteers and students, while at the service, 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 card or other notification, as applicable understanding and acknowledging the requirement for confidentiality of all information relating to educators 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 (refer to Attachment) 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.

Parents/guardians are responsible for:

- providing information for the staff record as required
- 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 and Privacy 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.

4 EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

Approved Provider PR-00002074
Early Learning Centres: Officer (SE-00011878) and Springvale (SE-40013883)

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Attachment - Induction checklist for volunteers and students at Minaret College ELC

Name: _____

To be completed by all volunteers and students participating at Minaret College ELC and returned to the Nominated Supervisor prior to commencing at the service.

Item/Policy	Please tick
I have been given access to all the policies and procedures of Minaret College ELC	
I understand the content of service policies and procedures, including those relating to	
• conduct while at the service (Code of Conduct Policy)	
• emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (Emergency and Evacuation Policy)	
• accidents at the service (Incident, Injury, Trauma and Illness Policy)	
• dealing with medical conditions (Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy)	
• dealing with infectious diseases (Dealing with Infectious Diseases Policy)	
• first aid arrangements for children and adults, including the location of the nearest first aid kit (Administration of First Aid Policy)	
• interacting appropriately with children (Interactions with Children Policy)	
• reporting of serious incidents and notifiable incidents at the service (Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and OHS Policy)	
• handling complaints and grievances (Complaints and Grievances Policy)	
• child safety and wellbeing and child protection including how to respond to concerns (Providing a Child Safe Environment Policy, Child Safe Code of Conduct and Child Safety and Wellbeing Policy and Procedure)	
• privacy and confidentiality of information (Privacy Policy)	
• the importance of OHS and following safe work practices	
• daily routines	
The expectations of my placement/engagement, my role and responsibilities 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 or student name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

Signature: _____ Date: _____