

VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENT POLICY

Rationale:

- This policy will provide guidelines for the engagement and participation of volunteers and students on practicum placement at the Kyabram P-12 College After School Care Centre, while ensuring that children's health, safety and wellbeing is protected at all times.

Aim:

- To build relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service.
- To ensure the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

Implementation:

Kyabram P-12 College is responsible for:

- approving guidelines in consultation with the Nominated Supervisor and educators for accepting applications from volunteers/students to work at the service
- ensuring that the staff record contains information for 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.
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- ensuring volunteers/students and parents/guardians are provided with access to all service policies and procedures.
- developing an induction checklist for volunteers/students attending the service in consultation with the Nominated Supervisor and educators.
- developing guidelines for applications from volunteers to work at Kyabram P-12 College After School Centre.
- accepting or rejecting a potential volunteer based on the circumstances of the service at the time, in consultation with the Principal.
- 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.
- ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the volunteer's commencement at the service, and that details are included on the staff record.
- ensuring that volunteers 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 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.

- ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers and parents/guardians with access to all service policies and procedures.
- ensuring that volunteers 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 at the service.
- ensuring that volunteers have completed the induction checklist.

Educators are responsible for:

- 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.
- 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.
- complying with the requirement 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.
- 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.
- assisting volunteers/students to understand the requirements of this policy and the expectations of the service.

Volunteers, while at the service, are responsible for:

- ensuring they have provided all details required to complete the staff record
- undertaking a Working with Children (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.
- 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 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.

Parents/guardians are responsible for:

- Parents/Guardians with children in attendance at the centre require a WWCC to participate in activities or excursions.
- 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.

RATIFIED BY COLLEGE COUNCIL

_____ Date: 15/05/2018
School Council President

Review Date July 2021

