

4.2 Student and Volunteer Participation

Applies to: All Koorana staff working in Preschools, families attending Koorana Preschools, students and volunteers in Koorana Preschools.

Purpose

To ensure that students and volunteers are aware of their responsibilities in relation to children, families and staff.

Version: 1

Date approved: 20/4/2016

Next review date: 20/4/2018

Approved by: CEO

Policy context: This policy relates to

Standards or other external requirements	National Quality Standards – Quality Area 7 – Standard 7.1, Element 7.1.2 http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/NQF-Resource-03-Guide-to-NQS.pdf
Legislation or other requirements	Children (Education and Care Services National Law Application) Act 2010 http://www.legislation.nsw.gov.au/#/view/act/2010/104 Education and Care Services National Regulations [(2)(i)(iii) under Regulation 168] http://www.acecqa.gov.au/national-regulations Children and Young Persons (Care and Protection) Act 1998 http://www.legislation.nsw.gov.au/#/view/act/1998/157
Contractual obligations	N/A
Resources	Child Safe Workshop – Activity Book, Office of the Children’s Guardian https://www.kidsguardian.nsw.gov.au/child-safe-organisations/child-safe-face-to-face

Documents related to this policy

Related policies	2.4 Child Safe Environments 2.11 Guiding Children’s Behaviour
------------------	--

	Child Protection 4.1 Interactions with Children/Preschool Code of Conduct
Forms, record keeping or other organisational documents	Koorana Code of Conduct Koorana Professional Boundaries Policy Koorana Preschool Induction Checklist

Definitions
<p><i>"Koorana" means Koorana Child and Family Services Incorporated.</i></p> <p><i>"Parents" includes a legal guardian.</i></p> <p><i>"Staff" is a Koorana staff member working in the Preschool, e.g. Educator, Administrator or Key Worker. In some instances this may also include other Koorana staff such as Case Managers, Early Linker, Therapists, Head Office Administrators, Home and Community Based Key Workers and Koorana Management when visiting or working in the Preschool.</i></p> <p><i>"Student" is a person from a secondary or tertiary institution engaging in work experience.</i></p> <p><i>"Volunteer" is a person from the community offering their talents and service to assist Preschool staff.</i></p>

POLICY STATEMENT

Where possible, Koorana Preschools will provide opportunities for students to complete work placements if they are enrolled in a course relevant to the outcomes for children aged 0 – 5 years of age. Koorana will also provide opportunities for High School Students that are participating in programs such as 'Duke of Edinburgh' or relevant work experience.

Volunteers can share valuable skills and experiences with children, families and staff. Where a member of the public wishes to volunteer in a Koorana Preschool, the Preschool Leader and Service Operations Manager Inner West will determine if the volunteer can provide value to the Preschool.

PRACTICES

Students

- The Preschool Leader is to negotiate with the Educational Institute wishing to place a student or the student directly.
- The Preschool Leader is to notify the Service Operations Manager Inner West of the placement dates, the name of the student and the educational institute, as well as the times the student will be attending.

- The Preschool Leader is required to keep a record of the student's full name, address, date of birth and a record of the dates and hours that the student participated in the program. Students are required to also sign in/out on the attendance sheet.
- The Preschool Leader is to sight the educational institute's Insurance policy prior to the student's commencement date.
- The Preschool Leader is to set aside time on the student's first day and complete an induction with the student. The induction must include at a minimum: Work Health and Safety procedures; child protection legislation overview and responsibilities, emergency evacuation procedure; behaviour guidance expectations; how to provide 'child safe environments' and roles and responsibilities of the student.
- Students will not be left unsupervised with children at any time during their work placement.
- Students are not to be counted in the staff to child ratios.
- Students will be required to gain permission from parents before recording any observations of children, including the use of photos. Parents will be given access to any recorded observations taken by a student if they so desire.

Volunteers

- Volunteers must be 18 years or over.
- The Preschool Leader is to set aside time on the volunteer's first day and complete an induction with the volunteer. The induction must include at a minimum: Work Health and Safety procedures; child protection legislation overview and responsibilities, emergency evacuation procedure; behaviour guidance expectations; how to provide 'child safe environments' and roles and responsibilities of the volunteer.
- The Preschool Leader is required to keep a record of the volunteer's full name, address, date of birth and a record of the dates and hours that the volunteer participated in the program. Volunteers are required to also sign/out on the staff attendance sheet.
- Volunteers will not be left unsupervised with children at any time during their voluntary employment.
- Volunteer staff are to supplement existing staff numbers and are not to be considered in the staff to child ratios.

Students and Volunteers

- The Preschool Leader is to identify the strengths and skills of the students/volunteers and provide experiences that will ensure their placement is beneficial to them.
- Students/volunteers are encouraged to greet parents in a welcoming manner. Any concerns they have regarding a child must be discussed with a permanent staff member.
- Students/volunteers are to ensure that all aspects of the Preschool and information regarding the staff, the children and the parents remain confidential. Any breach in confidentiality may result in termination of the work placement or volunteer employment.
- Students/volunteers must follow the Dress Code at all times.
- Students/volunteers must be aware of all food intolerances/allergies at the Preschool and must not assist children with lunch unless expressly asked to by a permanent Preschool Educator.



- Students/volunteers are not to administer any medication to a child unless under direction from an ambulance officer or emergency services personnel.
- Students/Volunteers must read Koorana's Preschool policies prior to their first day of placement.
- Students/volunteers must abide by the code of conduct and all policies and procedures as well as all relevant Legislation.

Child Protection

Students and volunteers are required to provide a 'Working with Children Check' clearance number prior to commencing as well as Police Check. Children (under the age of 18) are exempt.

Students and volunteers are also required to provide safe environments for children and are required to abide by the following policies:

2.4 Child Safe Environments

2.11 Guiding Children's Behaviour

2.13 Child Protection

4.1 Interactions with Children/Preschool Code of Conduct

Photographs

Students and volunteers are permitted to take photos of children on their own devices if parents have signed a permission form that clearly states the purpose of why photos are being taken and that photos will only be used for the purpose specified in the permission form.