

Participation of Volunteer and Students

Purpose

Early Years @ Phoenix Park aims to provide a range of opportunities for family members, 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.

Definition

Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person who willingly undertakes defined activities to support the education and care programs at a children's service in an unpaid or honorary capacity. These activities may include direct contact with children, or administrative tasks.

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse.

Procedures

- EY@PP only engages students from reputable training organisations EG TAFE and Universities not private Registered Training Organisation.
- Students must have a current working with children's check before they start.
- An induction process is conducted with both students and ongoing volunteers; as per the induction checklist.
- Parent volunteers are given both verbal and written guidelines when participating in excursions. These are provided as an attachment.
- Parents who participate on excursion and outings are encouraged to obtain a working with children check. Only parents with a current working with children check will be allocated children on an excursion.
- All volunteers are engage to compliment, not replace, the work of paid employees.
- Accepting or rejecting a potential volunteer/student is based on the circumstances of the service at the time.
- Personal 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.

Supervision

- To protect the health, safety and wellbeing of children at the service all volunteers/students and parents/guardians are adequately supervised at all times by a paid employee who is over 18 years of age.
- Volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children

Policy Review

- EY@PP develops a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- Volunteers/students and parents/guardians will have access to all service policies and procedures, and a copy of the Education and Care Services National Regulations 2011
- Volunteers/students and parents/guardians will be encouraged to familiarize themselves with the policies, procedures and the regulations.
- All staff have a responsibility to ensure volunteers/students understand and comply with the National Regulations and all service policies and procedures, including the Code of Conduct Policy, while attending the service
- Volunteers/students need to ensure they understand and acknowledge the requirement for confidentiality of all information relating to educators and families within the service (refer to Privacy and Confidentiality Policy)

Health and Safety

- Volunteers/students need to follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Volunteers/students must familiarize themselves with the Child Safe Environment policy and if they are unsure or are concerned about a child's safety they must discuss their concerns with a manager.
- Students and on-going volunteers are required to sign the centre's code of conduct
- All Volunteers/students are to follow the correct manual handling procedures and ensure they maintain a safe work environment at all times.
- An incident or injury that is sustained whilst completing volunteering at EY@PP must be immediately reported to the Service Managers. An injury register may need to be completed. An investigation into the incident may also occur. A medical review may need to be conducted, including the provision of a clearance certificate and workers compensation considered.
- It is up to the discretion of the Service Managers as to the ongoing use of the Volunteer at EY@PP following an incident.

Communication

- Students need to provide an appropriate photo to put on display for educators and parents which will be located on the outside of the retrospective room doors.

Sources

- Family Law Act 2014
- National Quality Standard, Quality Area 2: Children's Health and Safety
- Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

- National Early Years Learning Framework
http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx
 - Working with Children Check Unit, Department of Justice, Victoria
www.justice.vic.gov.au/workingwithchildren/
 - Education and Care Services National Law Act 2010: Section 169
 - Education and Care Services National Regulations 2011: Regulations 123, 145, 149, 157, 355, 358, 360
 - Equal Opportunity Act 2010(Vic)
 - Fair Work Act 2009(Cth)
 - National Quality Standard, Quality Area 4: Staffing Arrangements–
 - Standard 4.1: Staffing arrangements enhance children’s learning and development and ensure their safety and wellbeing
 - Occupational Health and Safety Act 2004(Vic)
 - Working with Children Act 2005(Vic)
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Parent/Guardian helper Permission Form

I, _____, am able to assist the educators in supervising the children on the excursion.

I understand other children are not permitted to attend the excursion with parent helpers other than the kindergarten children.

Points to be aware of from the kindergarten educators and the xxxxxxxx program:

- The Health and safety of the children is paramount. Your cooperation in ensuring this is appreciated.
- Mobile phones are limited to emergency calls only and kept on vibrate mode.
- Due to privacy reasons and consent of taken photos you will not use my phone or other digital media for taking photos and only used as mentioned above for emergency calls
- Children needing to go to the toilet must do so with one of the EYPP educators
- I will follow the EYPP educators lead and stay with the group at all times
- Please ensure children have prime position in the learning group so that they can see and hear adequately
- Please be aware of cues from the xxxxxx program teacher who will guide your hands-on involvement which we encourage.
- Your cooperation with keeping talking to a minimum while the xxxxxx program teacher is addressing the children is greatly appreciated, if communication must occur, please remove self from the learning area.
- In case of an emergency, follow any instructions issued by EYPP educators.
- Any incidents or injuries are to be reported to an EYPP educator immediately. A follow up report will need to be completed.
- Parents may hold children's hands but not do anything of a personal nature for the children.

Name and Signature: _____

Please provide: Your Working with children Check

Working with children card number: _____, Expiry date: _____

Sighted by: _____

What to bring on the day:

- Packed lunch and snack and a drink
- Appropriate clothing; comfortable, sun hat and sun screen or wet weather gear
- Comfortable shoes

