



PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

POLICY STATEMENT

Clovelly out of School Care values the participation of students and volunteers as we recognize the important role that they play in the development and sustainability of a harmonious and cooperative society. Children are active members of the community and benefit by having students and voluntary workers within the Service. Specific guidelines will be developed for all volunteers, students and visitors in the centre as the children's care and safety are our first priority.

PROCEDURE

Clovelly out of School Care supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge. We aim to build relationships with community members and provide appropriate learning opportunities for students and volunteers. In turn this reciprocal relationship is a way of sharing information about our Centre and the value of work we do with our community. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre's daily routine and assist educators in the delivery of our program based on the National Quality framework.

Management/Nominated Supervisor/ Responsible Person will

- Appoint an educator to be the 'Student Supervisor/mentor,' for the duration of the placement. Management will assemble an orientation for the student or volunteer, informing families, children and Educators when work experience students and volunteers are present at the Service, including their role and hours they will be spending at the Service.
- Ensure Work Placement Students or Volunteers are never left on their own with children or included in the ratio of adult to children.
- Ensure students do not discuss concerns, issues or complaints with parents, guardians and/or visitors.
- Discuss with the student or volunteer, times/hours and dates of the placement.
- Provide the Orientation Package before they commence at their placement.
- Take the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities.
- Introduce the student or volunteer to Educators, Management and Responsible persons.
- Advise students or volunteers to bring in a flyer with a photo outlining the reason for their placement.
- Show the student or volunteer where they can access the Service's policies.
- Complete 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.
- Ensure student's/volunteer's paperwork and insurances are current.

Educators will

- Preserve open communication with work experience students and volunteers along with their practicum teachers about their performance.



- Support all students and volunteers undertaking work experience needs during their placement.
- Work as a team deliberating appropriate skills and knowledge with each student and volunteer.
- Ensure all educators 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 ask questions, seek help and advice.
- Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner.
- Guide the students throughout the day.
- Make the student or volunteer feel welcome and a valued member of the team.

Senior Educators will

- Discuss involvement of written work and performance with the student and volunteer.
- Discuss any concerns raised by the student with the Nominated Supervisor.
- Ensure students or volunteers are directly supervised at all times.
- Encourage students 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.

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 Out of School Hours Profession.
- Learn strategies employed when working in a team environment.
- Learn expectation assimilated by qualified educators in the Service.
- Inform the Nominated Supervisor in writing of what will be expected of them by their training body, University or School, or any other training organisation, 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 Flyer introducing themselves that will include:
 - o Name
 - o Photo
 - o Time they will be at the Service
 - o The focus of their study.
- Discuss with the Student Supervisor any problems they may be experiencing.
- Adhere to all policies and procedures.
- Never be left alone with a child.

Probity Checks

- All students will supply identity details to the Nominated Supervisor.
- All students will complete a Working with Children Volunteer/student declaration.
- All students will have a meeting with the Nominated Supervisor so that they will receive information regarding the following service policies:
 - o a. Child protection
 - o b. Record Keeping and Confidentiality
 - o c. Complaints

Students at risk

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



1. Room Leader will alert the Nominated Supervisor of any concerns with the student.
2. Both the Nominated Supervisor and Senior Educators will discuss concerns with the student.
3. The Nominated Supervisor will arrange for the student's teacher 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 Practicum

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

- 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.
- Is observed using repeated inappropriate behaviour at the Service.
- Does not comply with all policies and procedures addressed in the student orientation package.
- Does not provide the photo with an introduction on commencement.
- Does not keep up to date with their work placement tasks.

RELEVANT DOCUMENTS FOR CONSIDERATION

Education and Care Services National Regulations

National Quality Standards

Work Health and Safety Act 2011

Fair Work Act

Dealing with Employee Work-related Concerns and Grievances Policy and Guidelines: NSW DPC.

Preventing and Responding to Workplace Bullying: Safe Work Australia Draft Code of Practice.

Parent Handbook

Staff handbook

Version number	Date effective	Description of amendment
3	May 2019	Changes to wording
4	April 2020	Changes to wording

Considered and accepted by the Management Committee (representative) – L. Henricks

Considered and accepted by the staff (representative) – Katrina Thomas