



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) VOLUNTEERS, STUDENTS & VISITORS POLICY

Introduction

PHWMCC is committed to providing a safe environment for all children where their health, safety and wellbeing is of paramount importance.

We value volunteer participation as a connection to our local community and exposure to a range of people and places.

Accepting students on placement is a part of our professional responsibility to support our sector and provide valuable experience and learning opportunities.

PHWMCC welcomes family and friends to visit and participate at the preschool at any time. Staff encourage family participation to ensure the program reflects children's interests, partnerships with families and the local community.

Visitors attend the preschool in many different capacities. They may be:

- potential clients,
- providing support to staff,
- regulatory inspections / visits,
- developing their own knowledge of early childhood settings, or
- carrying out tasks / jobs that they have been contracted for.

Aim

In order to ensure that we provide a safe environment to children, PHWMCC will ensure that:

- Records relating to volunteers, students and visitors at PHWMCC will be maintained.
- Educators and staff will abide by regulatory protocol when visitors, volunteers and students are in the service.
- Educators and staff will abide by procedures outlined in this policy.

Procedure

Induction of Volunteers and Students

All volunteers and students are required to complete the *Volunteers and Students Personal Details Form* upon commencement of their placement. This form requires volunteers and students to sign indicating that they have read and understand their responsibilities as outlined in the following documents.

- ECA Code of Ethics
- *PHWMCC Volunteer and Student Induction Procedure*
- *PHWMCC Disclosure of Information Form*
- *PHWMCC Child Protection Policy*
- *PHWMCC Health and Hygiene Policy*
- *PHWMCC Interactions with Children Policy*
- *PHWMCC Interactions Between Children Procedure*
- *PHWMCC Volunteers, Students and Visitors Policy*

Working with Children Check

All volunteers and students are required to have a current Working With Children Check that has been verified by the preschool. Parents or family members who are helping in their child's class are not required to have a Working With Children Check.

Staff Ratios

Volunteers, students and visitors do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.

Appropriate Activities

Volunteers and students must not be asked to perform tasks:

- That they are untrained, unqualified or too inexperienced to undertake.
- That put the children or themselves in a vulnerable or potentially unsafe situation.
- While unsupervised by an employed educator.

No volunteer, student or visitor will ever be alone with a child.

Monitoring Visitors

All staff will be informed of protocols for visitors upon induction. Staff will make themselves aware of visitors to the preschool, and question and request identification from any visitor with whom they are not familiar and are not in the company of a staff member. In most cases, visitors will be directed to the Director.

Photos

Volunteers, students and visitors may not take photos of children or staff without the express permission of the person involved. If a student requires photos for observational and documentation purposes they can use PHWMCC technology (ipad, camera) and download only what they require. At the end of their placement they are required to demonstrate to the Nominated Supervisor or Responsible Person that photos and videos have been removed from their personal devices.

Roles and Responsibilities

Approved Provider

- Ensure the service operates in line with the *Education and Care Services National Law 2010* (National Law) and the *Education and Care Services National Regulations 2011* (National Regulations).
- Ensure that volunteers, students and visitors, as well as parents and guardians are adequately supervised at all times, and that the health, safety and wellbeing of the children at PHWMCC is protected.
- Ensure that volunteers and students at the service who work with children are advised of the current child protection laws, and any obligations that they have under those laws.
- Ensure that volunteers/students, visitors and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensure 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 staff members under the law.
- Ensure that the *Volunteer and Student Personal Details Form* is completed by each volunteer and student attending the preschool and contains the following information: name, address, date of birth, contact details, relevant medical information, days and hours of participation and details of their Working With Children Check (WWCC) including the number and expiry date.
- Ensure that volunteers and students sign the PHWMCC Staff, Management and Volunteer Child Safe Standards Code of Conduct.

Nominated Supervisor

- Provide students and volunteers with induction materials as outlined in this policy.
- Ensure the induction process is completed by each student and volunteer.
- Provide supervision, guidance and advice to ensure adherence to this policy at all times.
- Ensure 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.
- Ensure that volunteers/students and parents/guardians and visitors are not left with sole supervision of individual children or groups of children.
- Provide volunteers/students and parents/guardians and visitors with access to all preschool policies and procedures as required.
- Ensure that volunteers/students and parents/guardians and visitors comply with the *National Regulations* and all PHWMCC policies and procedures.
- Conduct a risk assessment around volunteers and student participation in the program and review at least annually
- Ensure that all volunteers, students and visitors sign in and out on arrival and departure.

Early Childhood Educators

- Comply with the requirement that volunteers/students and parents/guardians and visitors are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Comply with the requirement that volunteers/students and parents/guardians and visitors are not left with sole supervision of individual children or groups of children.
- Enable 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.
- Encourage the participation and involvement of parents/guardians at the service.

Student / Volunteer

- Ensure they have provided all details required to complete the student or volunteer record.
- Obtain and provide to PHWMCC a valid Working With Children Check.
- Be aware of child protection laws and their obligations under this law.
- Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within the preschool as per the *PHWMCC Privacy and Confidentiality policy*.
- Comply with the requirements of the ECA Code of Ethics (2016), National Regulations and with all PHWMCC policies and procedures, while at the preschool.
- Undertake the induction process and complete the *PHWMCC Volunteer and Student Personal Details Form* prior to commencement at the service.
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Volunteers will not subject any child to any form of corporal punishment or any unreasonable discipline as per the Law.
- If students and volunteers are unwell, they should not attend the preschool

Families

- Comply with the requirements of the National Regulations and with all service policies and procedures, while attending the service.
- Follow the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every three years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations 2011*, the preschool will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the way in which fees are collected.

Definitions

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related Legislation	Education and Care Services National Law Act 2010: Clause 13(c), Section 166(3) Education and Care Services National Regulations 149, 168 (2)(i)(iii) Child Protection (Working With Children) Act 2012 NSW
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Related Guidelines, Standards, Frameworks	National Quality Standard, Quality Area 2: Children's Health and Safety – Standard 2.2 Quality Area 4: Staffing Arrangements - Standard 4.2 National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.1.3 ECA Code of Ethics (2016)
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Sources	Community Early Learning Australia – Participation of Volunteers and Students Policy
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Relevant Documents	PHWMCC Privacy and Confidentiality Policy PHWMCC Child Protection Policy PHWMCC Disclosure of Information PHWMCC Volunteer and Student Induction Procedure PHWMCC Volunteer and Student Personal details form PHWMCC Health and Hygiene Policy PHWMCC Interactions with Children Policy PHWMCC Interactions Between Children Procedure
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Policy Reviewed:	September 2023
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Next Review Date:	September 2026
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