



Participation of Volunteers and Students

POLICY STATEMENT

Lake Mac Newy OOSH believes this policy will provide guidelines for the engagement and participation of volunteers and students, while ensuring that the children's health, safety and wellbeing is protected at all times.

- VOLUNTEERS
 - All volunteers must be interviewed by the Coordinator and provide two suitable referees and where possible references, before they will be able to work in the service. All volunteers will be required to comply with the WWCC guidelines.
 - A job description will be drawn up for volunteers, clearly outlining their duties and expectations of the service.
 - The Coordinator will provide a modified induction to the service, which will include a tour of the service, introductions to educators, job description for volunteers and code of conduct. The Coordinator will ensure that they are fully aware of their duties and the services expectations.
 - All volunteers will be required to sign on and off to document the date and hours the volunteer attended the service.
 - The volunteer Application form will document the name, address and date of birth of the volunteer.
 - Volunteers will be given a copy of relevant policies such as behaviour management.
 - Volunteers are not to discuss children's development or other issues with families.
 - Volunteers must adhere to all areas of confidentiality.
 - Volunteers should never be left alone with or in charge of any children.
 - Volunteers will not be used to do tasks that the employed educators normally do.
 - Volunteers will be supernumerary when calculating basic educator: child ratios, except on excursions.
 - Volunteers will be invited to take part in social activities of the service.



- STUDENTS

- Placements will be offered to high school students who wish to gain work experience as part of a school program.
- The participating school must initiate the work experience, identify the students suitability and work with the Coordinator in relation to times and expectations.
- The school must provide written authorisation for the student and a copy of their insurance. This will be kept on file.
- Students attending other registered training organisations and studying a relevant field, such as childcare, teaching, recreation or community services. The training organisation must initiate the placement, identify the students suitability and work with the Coordinator in relation to times and expectations. The training organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file.
- All placements will be negotiated through the Coordinator and placement be only accepted on the discretion of the Coordinator based on issues such as educators ability to supervise and be available to help the students.
- After the Coordinator sees the placement as worthy they will seek approval for the placement from management at the next meeting.
- The students Application form will document the name, address and date of birth of the student.
- The student will be required to sign on and off to document the date and hours the student attended the service.
- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the service.
- Students should be made aware of relevant policies such as behaviour management.
- Students are not to discuss a child's development or other issues with the families.
- Students should adhere to all policies concerning confidentiality.
- Students should never be left alone with or in charge of any children.
- Students will not be used to do tasks that the employed staff normally do.



CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service policies	Other Documentation/ Evidence
149, 151, 155, 156, 168, 170, 173, 176, 181.	Standards 4.1 & 4.2 Child Safe Standards 1, 5, 7, 10	<ul style="list-style-type: none"> - Providing a Child Safe Environment Policy. - Interactions with Children Policy. - Governance and Management Policy - Confidentiality Policy. - Supervision Policy 	<ul style="list-style-type: none"> - Child Protection Legislation. - Workplace Health and Safety Legislation. - My Time, Our Place. - OSHC Code of Professional Standards. - Staff Handbook

ENDORSEMENT BY THE SERVICE:

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