



Participation of Volunteers and Students

POLICY STATEMENT

Lake Mac Newy OOSH is committed to ensuring that the safety, well-being, and best interests of children are the paramount consideration in all decisions, actions and practices.

This policy provides guidelines for the engagement and participation of volunteers and students, ensuring that children's health, safety and wellbeing are protected at all times.

All volunteers and students must act in accordance with the NSW Child Safe Standards and support the service in maintaining a child safe culture.

Child Safety and Paramountcy

The service prioritises the safety, well-being, and rights of children above all other considerations. Volunteers and students must not undertake any role, task or interaction that compromises children's safety or wellbeing.

Where a conflict arises between operational needs, training requirements or adult interests and the needs of children, the needs and safety of children will take precedence 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 hold and maintain a valid Working With Children Check (WWCC) in accordance with NSW legislation, which will be verified by the service prior to commencement. 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.
- The Nominated Supervisor, Responsible Person or delegated educator will be responsible for the direct supervision, guidance and support of volunteers at all times.
- 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 must report any concerns regarding the safety, welfare or wellbeing of a child to the Nominated Supervisor or Responsible Person immediately, in line with the service's Child Protection Policy.
- Volunteers must never be left alone with children or placed in a position where they are responsible for the supervision or care of children.
- Volunteers will not replace employed educators and will only assist under the direction and supervision of qualified staff.
- Volunteers will be supernumerary when calculating basic educator: child ratios, except on excursions.
- Volunteers will be invited to take part in the social activities of the service.
- Volunteers are not included in educator-to-child ratios under any circumstances and must not be left responsible for the supervision of children.
- Induction will include child protection responsibilities, the Code of Conduct, supervision expectations, behaviour guidance practices, and mandatory reporting obligations.
- Volunteers must not implement behaviour management strategies independently, including physical guidance, and must seek direction from an educator.
- Volunteers are not permitted to use personal devices or take photos, videos or recordings of children under any circumstances.
- Volunteers may attend excursions but will remain supernumerary and will not be included in ratio calculations or counted for supervision purposes.
- Where concerns relate to abuse or risk of significant harm, this will be managed in accordance with the service's Child Protection Policy, including mandatory reporting requirements.
- Volunteers must follow all directions provided by educators and the Nominated Supervisor and must immediately raise any concerns about safety, supervision or practice.

- **STUDENTS**

- Placements will be offered to high school students who wish to gain work experience as part of a school program.
- Where required, students will hold or be exempt under the Working With Children Check (WWCC) requirements in accordance with NSW legislation, and this will be verified by the service prior to placement.
- 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 will only be accepted at the discretion of the Coordinator based on issues such as the educator's 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.
- The Nominated Supervisor, Responsible Person or delegated educator will be responsible for the direct supervision, guidance and support of students at all times.
- 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 must report any concerns regarding the safety, welfare or wellbeing of a child to the Nominated Supervisor or Responsible Person immediately, in line with the service's Child Protection Policy.
- Students should never be left alone with or in charge of any children.
- Students will not replace employed educators and will only assist under the direction and supervision of qualified staff.
- Students are not included in educator-to-child ratios under any circumstances and must not be left responsible for the supervision of children
- Induction will include child protection responsibilities, the Code of Conduct, supervision expectations, behaviour guidance practices, and mandatory reporting obligations.
- Students must not implement behaviour management strategies independently, including physical guidance, and must seek direction from an educator.
- Students are not permitted to use personal devices, or take photos, videos or recordings of children under any circumstances.
- Students may attend excursions but will remain supernumerary and will not be included in ratio calculations or counted for supervision purposes.
- Where concerns relate to abuse or risk of significant harm, this will be managed in accordance with the service's Child Protection Policy, including mandatory reporting requirements.



- Students must follow all directions provided by educators and the Nominated Supervisor and must immediately raise any concerns about safety, supervision or practice.

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standards & Elements	Links to other Service policies	Other Documentation/ Evidence
R118, 149, 151, 155, 156, 165, 167, 168, 170, 173, 176, 181.	Standards 4.1 & 4.2 Child Safe Standards 1, 4, 5, 7, 10	- Providing a Child Safe Environment Policy. - Child Protection Policy - Interactions with Children Policy. - Governance and Management Policy - Confidentiality Policy. - Supervision Policy	- Child Protection Legislation. - Workplace Health and Safety Legislation. - My Time, Our Place. - OSHC Code of Professional Standards. - Staff Handbook - Working With Children Check (WWCC) verification records - Volunteer and Student induction records - Child Safe Code of Conduct - Volunteer/Student Agreements

ENDORSEMENT BY THE SERVICE:

Approval date: May 2026

Date for Review: May 2027