

# PARTICIPATION OF VOLUNTEERS AND STUDENTS

QUALITY AREA 4 | VERSION 1.3



## PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers and students at Denzil Don Kindergarten, while ensuring that children’s health, safety and wellbeing is always protected.



## POLICY STATEMENT

### VALUES

Denzil Don Kindergarten is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies.
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service.
- ensuring the health, safety, and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

### SCOPE

This policy applies to staff, students, volunteers, visitors, parents/carers, children, and others attending programs and activities at Denzil Don Kindergarten.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	All staff including teaching and non-teaching	Parents/carers	Contractors, volunteers, and students
	R indicates legislation requirement				
Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the service staff, which are aligned with the <i>Child Safe Environment and Wellbeing Policy</i>	✓	✓	✓		
Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time.	✓	✓			
Obtaining a valid WWC Check ( <i>refer to Definitions</i> ) and providing details to the service before commencement					✓

Confirming the status of the Working with Children (WWC) Clearance ( <i>refer to Definitions</i> ) of volunteers and students where required, and ensuring details, including identification number and expiry date are recorded in the staff record	R	√			
Immediately declaring to the nominated supervisor any changes that mean they do not meet the requirements relating to being a volunteer or student, such as ceasing their studies or if their WWCC has been revoked					R
Ensuring the identifying number and the expiry date of students or volunteer's current teacher registration is recorded in the kindergarten visitor record/staff currency register	R	√			
Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service ( <i>Regulations 145, 149(1)</i> )	R	√			
Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions	√	√			
Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation ( <i>Regulation 149(2)</i> )	R	√			
Ensuring volunteers, students, and parents/carers are always supervised and that the health, safety, and wellbeing of children at the service is protected ( <i>National Law, Section: 167</i> )	R	√	√		
Always following the directions of staff at the service to ensure that the health, safety, and wellbeing of children are protected.				√	√
Maintaining open communication with work experience and placement students, as well as with the students' course supervisor, about their performance		√	√		√
Ensuring volunteers and students on placement at the service are unaffected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children ( <i>Regulation 83</i> ) ( <i>refer to Tobacco, Alcohol and other Drugs Policy</i> )	R	√	√	√	√
Providing volunteers, students, and parents/carers with access to service policies and procedures ( <i>Regulation 171</i> ) and access to the <i>Education and Care Services National Regulations 2011 and Education and Care Services National Law (Regulation 185)</i>	R	√			
Ensuring volunteers, students, and parents/carers comply with the <i>Education and Care Services National Regulations 2011 and Education and Care Services National Law</i> and all service policies and procedures ( <i>Regulations 170</i> )	R	√	√	√	√
Complying with the requirements of the <i>Education and Care Services National Regulations 2011, Education and Care Services National Law (Regulation 185)</i> , and with all service policies and procedures, including the <i>Code of Conduct Policy, Child Safe Environment and Wellbeing Policy, Interactions with Children and Privacy and Confidentiality Policy</i> while attending the service				√	√
Ensuring that volunteers and students do not carry their personal electronic devices ( <i>refer to Definitions</i> ) while providing	R	R	R		R

education and care to children, except for authorised essential purposes ( <i>refer to Definitions</i> )					
Ensuring volunteers, students, and parents/carers are aware of how to comply with child protection law and Child Safe Standards obligations	R	✓		✓	
Ensuring volunteers, students, and parents/carers can identify children with medical conditions, the child's medical management plan, and the location of the child's medication ( <i>Regulations 90, 168(2)(d), 170, 171</i> )	R	✓	✓		
Informing volunteers, students, and parents/carers of the services <i>Dealing with Medical Conditions Policy</i> ( <i>Regulations 90, 168(2)(d), 170, 171</i> )	R	✓			
Informing volunteers, students, and parents/carers of the service emergency and evacuation procedures ( <i>Regulations 97, 168(2)(e)</i> )	R	✓	✓		
Developing an induction checklist for volunteers and students attending the service ( <i>refer to Attachment 1</i> )	R	✓	✓		
Ensuring that volunteers and students have completed the induction checklist ( <i>refer to Attachment 1</i> )	R	✓	✓		✓
Developing a range of strategies to enable and encourage the participation and involvement of parents/carers at the service	✓	✓			

## BACKGROUND AND LEGISLATION



### BACKGROUND

Students may participate in programs and activities at the service from time to time, including observing and experiencing the provision of centre-based education and care. Denzil Don Kindergarten will encourage and facilitate this wherever appropriate and possible.

Denzil Don Kindergarten values the participation of parents/carers and other family members, and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and educators value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" (Early Years Learning Framework – *see Sources*).

Denzil Don Kindergarten 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 (*refer to Code of Conduct Policy*).

The role that volunteers and students play in education and care services varies and can include working with groups of children, preparing materials or food, or working one-on-one with individual children. The service is responsible for ensuring that volunteers and students are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.

Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, services should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

Volunteers are only ever engaged to complement, not replace, the work of staff.

Volunteers 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.
- where there is a conflict of interest.

Before participation at the service, a volunteer or student (aged 18 years or over) must have a Working with Children (WWC) Clearance (*refer to Definitions*).

As a duty of care, Denzil Don Kindergarten requires that all parents/carers who volunteer at the service are required to provide a WWC Check

## LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004 (Vic)
- Worker Screening Act 2020 (Vic)
- Worker Screening Regulation 2021 (Vic)

## DEFINITIONS



The terms defined in this section relate specifically to this policy. Refer to the Definitions file on the kindergarten website for regularly used terms.

**Child-related work:** in relation to the WWC Check (*refer to Definitions*), includes work with children that may involve physical contact, face-to-face contact, oral, written, or electronic communication.

**Conflict of interest:** (in relation to this policy) refers to a claim that may affect, or may appear reasonably likely to affect, the judgement or conduct of the volunteer or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may involve not only the volunteer but also their relatives, friends, or business associates.

**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 or parent/carer (whose child attends the service) who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity.

**Working with Children Check:** a screening process for assessing or re-assessing people who work with or care for children in Victoria. It takes a detailed look at the criminal history and relevant professional conduct findings of applicants to ensure children are protected from sexual or physical harm.

## SOURCES AND RELATED POLICIES



### SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)

- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) [www.ccyp.vic.gov.au](http://www.ccyp.vic.gov.au)
- Working with Children Check; [www.service.vic.gov.au](http://www.service.vic.gov.au)

#### RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Delivery and Collection of Children
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Occupational Health and Safety
- Privacy and Confidentiality
- Safe Use of Digital Technologies and Online Environments
- Staffing
- Supervision of Children

#### EVALUATION



To assess whether the values and purpose of this policy have been achieved, the service will:

- check staff records on a regular basis to ensure details of students, volunteers and where appropriate parents/guardians are maintained in line with all legislative requirements as outlined in the policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



#### ATTACHMENTS

- NIL

#### AUTHORISATION



This policy was adopted by the approved provider of Denzil Don Kindergarten on 15/11/2023.

**REVIEW DATE:** 04 / DECEMBER / 2025