



Volunteers, Students on Practicum Placements and Visitors

POLICY STATEMENT

Children are active members of the community and benefit from the involvement of volunteers and students. At Abbotsford Community Centre we will ensure the safe and proper care of the children in the Centre by having clear guidelines for any person who enters the Centre or is involved with the children in any way. Specific guidelines will be in place for all volunteers, students and visitors.

PROCEDURE

A staff record will be kept by the Centre in accordance with Division 9 of the Education and Care Services National Regulations. The record will include information on volunteers and students as set out in Regulation 149:

- The staff record must include the full name, address and date of birth of each student or volunteer who participates in the service.
- The approved provider of a centre-based service must also keep a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

Volunteer Educators

A volunteer is defined by the Office of the Children’s Guardian to be a person who does child-related work for an employer or organisation for no financial reward.

Volunteers will go through the same recruitment process as paid educators:

- All volunteer educators must be interviewed by the Director and provide two suitable references before they will be able to work in the Centre.
- All volunteers are to provide the Centre with their full name, address and date of birth. Photo ID should be viewed and a notation to that effect made on employment documentation.
- A job description will be drawn up for individual volunteers, clearly outlining their duties and the expectations of the Centre.



The Director will provide a modified induction to the Centre, which will include a tour of the Centre, introductions to educators, job description for volunteers and code of conduct. The Director will ensure that they are fully aware of their duties and the Centre's expectations.

Volunteers will have access to the same Grievance Procedures as paid educators.

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 Centre.

Students

Placements will be offered to:

- High school students who wish to gain work experience as part of a school program
- Students attending registered training organisations and studying a relevant field, such as childcare, teaching, recreation or community services

All placements will be negotiated through the Director and will only be accepted at the discretion of the Director, based on issues such as educator ability to supervise and assist the students.

After the Director sees the placement as worthy, they will seek approval for the placement from the Management Committee.

Volunteers and students:

- will be given access to relevant policies such as Behaviour Management, Child Protection, Incident, Injury and Trauma, Emergency Procedures and Confidentiality as well as relevant policies on Medical Conditions and be required to be familiar with these policies.
- will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the Centre. They will be required to comply with the Working with Children Check guidelines.
- are not to discuss children's development or other issues with parents.
- must adhere to all areas of confidentiality.
- will never be left alone with or in charge of any children.



- will not be used to do tasks that the paid educators normally do.

Visitors

Visitors may be invited to the Centre to contribute the children’s educational program.

Visitors could include local people or parents with a skill or ability to share with the children or educators. It may also include local community resources such as Police, Fire Brigade etc.

All other visitors must make an appointment to see the Director at a convenient time.

Professional access to the Centre will be at the discretion of the Director or Management Committee or when required by law to do so.

Professionals may include union representatives, State and Federal Government Departmental Officers, Workplace Health and Safety inspectors, building inspectors and Police Officers.

Visitors will never be left alone with or in charge of any children.

Any unwelcome visitor will be calmly asked to leave the Centre. If they refuse, the Director or educator, call the Police for removal.

ENDORSEMENT BY THE SERVICE

Approval date: Feb 2022 _____

Date for Review: Feb 2023 _____