Student and Voluntary Workers Policy

Quality Area 7: Leadership and service management

Standard 7.1: Effective leadership promotes a positive organisational culture and builds a professional learning community.

Standard 7.2: There is a commitment to continuous improvement.

Standard 7.3: Administrative systems enable the effective management of a quality Service.

Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. It also is a way of obtaining feedback and new ideas. Students and voluntary workers are welcomed to the Service however the children’s care and safety are our first priority.

The service supports participation of people wanting to develop professional childcare skills, while ensuring the safety and wellbeing of children; it is an offence for prohibited persons to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self-employed.

Student Placement

The Nominated Supervisor will liaise with learning institutions and accept suitable student placements at the coordination unit office under the institutions supervision

The student will be allocated to a mentoring Educator

The Nominated Supervisor will assist learning institutions to place suitable students with individual Educators

A record of the name, address and date of birth of all students will be maintained at the Service

Students will be provided with the service policy manual and will agree to comply with the provisions within

Probity Checks

All students will supply identity details to the Nominated Supervisor

All students will complete a Working with Children Volunteer/student declaration

All students will have a meeting with the Nominated Supervisor so that they will receive information regarding the following service policies:

a. Child protection
b. Record Keeping and Confidentiality
c. Complaints

Volunteers

Volunteers are bound by the same conditions as that of students
• No student or voluntary worker is to be left alone with a child (children) at any time.

• Students or volunteers are not to be included in the ratios at any time so as to comply with Education and Care Services National Regulations 2012 requirements.

• Students are not to share information about the child’s day with families, nor are they to take messages regarding the child from the parents, rather they need to refer the parent to a permanent staff member.

• Students or voluntary workers are not responsible for the daily routine or taking children for group times. If a student or volunteer takes a group time they must be fully supervised by a primary contact staff member.

• Students and volunteers are to sign-in and sign-out daily on the visitor’s registration sheet.

• Primary contact staff will be responsible for supervising students and volunteers within their room, sharing their knowledge and guiding them to complete appropriate tasks.

• Students and voluntary workers will have to complete a Working with Children’s Check.

• Students and voluntary workers will not be permitted to change nappies or assist a child with clothing changes or toileting needs.

This policy was made with consideration to the Education and Care Services National Regulation and NSW Commission for Children and Young People

Date that the policy was last updated or revised: January 2016

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