

VOLUNTEERS AND STUDENTS

Quality Area 4: Staffing arrangements

Standard 4.1 Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing

Education and Care Services National Regulations 2011

165 Record of visitors

166 Children not to be alone with visitors

PURPOSE to promote Family Day Care as a quality career option within our community

POLICY 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

PROCEDURES

Student Placement

The service staff liaise with learning institutions and accept suitable student placements at the service under the institutions supervision

- the student will be allocated to a placement within the service office administration, or a placement with a registered educator dependent on the requirement of the placement
- the coordinators will assist learning institutions place suitable students with individual educators
- educators are under no obligation to accept students
- educator's will inform the families using their service prior to student placement
- a record of the name, address and date of birth of all students will be maintained at the service
- students are to sign visitor attendance record when attending the educator's service
- Whilst positive interactions are encouraged between the children and students; it is the educator's role to meet the daily needs of the individual children including positive behaviour guidance.
- When assisting educators with guiding children's behaviour, students must comply with all service policies
- Students are not permitted to provide personal care routines for the children of nappy

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change, toileting or bathing.

- If students are required to complete observations and documentation regarding the children as part of their studies, they will first seek the written consent from the parent's / guardians

Volunteers

All volunteers must be first discussed and cleared with the Nominated Supervisor prior to commencement

- educators are under no obligation to accept volunteers
- educator's will inform the families using their service prior to volunteer placement
- a record of the name, address and date of birth of all volunteers will be maintained at the service
- volunteers are to sign visitor attendance record when attending the educator's service
- Whilst positive interactions are encouraged between the children and volunteers; it is the educator's role to meet the daily needs of the individual children including positive behaviour guidance.
- When assisting educators with guiding children's behaviour, volunteers must comply with all service policies
- Volunteers are not permitted to provide personal care routines for the children of nappy change, toileting or bathing.

Probity Checks

All students and volunteers will supply identity details to the service

- all students and volunteers over 18 years MUST provide Working with Children Check clearance and a Criminal History Check
- Working with children checks must be verified by the service prior to the student or volunteer placement.
- Students and Volunteers under 18 years must provide a 'Student / Volunteers Declaration' form (available from the service)

Policies

Students and volunteers will be provided with access to the service policy documents and will agree to comply with the provisions in the policy

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Source:

- Office of the Children's Guardian

Associated Forms/information:

- Working with Children Volunteer/Student Declaration
- Confidentiality of Records agreement
- Student placement agreement

Failure to comply with this policy may result in disciplinary action or termination of employment or registration as an educator