

# Participation of Students & Volunteers Policy

## Policy Statement & Commitments

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Brunswick East Primary School Outside School Hours Care Service (BEPS OSHC Service) accepts and supports students undertaking child-care studies at universities, TAFE colleges or other registered training organisations (RTOs), as well as high school students doing work experience placements, and parents who wish to volunteer at the service and encourages the involvement of volunteers.

BEPS OSHC Service understands its responsibilities under the

- *Occupational Health & Safety Act 2004* to ensure all educators, students and volunteers are informed of their own responsibilities for occupational health and safety within the Service and given adequate supervision and on-the-job training to enable them to work safely.
- *Child Safe Standards 2017 and the BEPS OSHC Policies* to ensure all educators, students and volunteers are informed of their own responsibilities under the Child Safe Standards

It is the responsibility of the Coordinator to ensure that the induction and orientation of educators is guided by these and all BEPS OSHC service policies.

### BEPS OSHC Service is committed to:

- effective induction and orientation of students and volunteers through procedures supporting continuity of quality standards
- clarification of individual roles and responsibilities for students volunteers
- introducing children and families to students and volunteers
- providing support for students volunteers to become familiar with workplace policies and procedures.
- 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.

### Procedures

Prior to commencing work at the service, all volunteers should be interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether the volunteer's goals can be achieved. The interview process also provides an opportunity for volunteers to have their questions answered. Reference checks must be undertaken by the Approved Provider

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or a nominee of the Approved Provider, to confirm work abilities or character attributes. Good practice in volunteer management includes acknowledgement and recognition of volunteer contributions, and this can involve a mixture of formal and informal recognition strategies.

Prior to participation at the service, a volunteer (aged 18 years or over) must be in possession of a Working with Children (WWC) Check card, unless they are under the direct supervision of an educator who is over 18 years of age and holds, or is actively working towards, an approved diploma-level education and care qualification.

Students and volunteers under the age of 18 years will always be supervised by an educator who is 18 years or older and holds, or is working towards, an approved diploma-level education and care qualification (at minimum), and will never work unsupervised at BEPS OSHC Service.

A short welcoming description of each student and a photo will be displayed on the photo board, and during the course of their time at the Service they will be introduced to families.

**The OSHC Coordinator is responsible for:**

- Informing the BEPS School Council of upcoming arrangements pertaining to students and volunteers to ensure that all necessary paperwork (i.e. insurance, work cover).
- The Approved Provider must keep details including: the full name, address, date of birth, date and hours of participation for each student or volunteer who participates at the service. In addition to this students and volunteers should undertake an induction to the service and complete an induction checklist
- discussing and highlighting important policies and procedures including occupational health and safety; complaints procedures; supervision; child protection and ensuring a safe environment for children; confidentiality and privacy
- requiring that the new volunteers and students reads and sign the Service’s Statement of Confidentiality
- discussing their understanding of the National Quality Framework for Early Childhood Education and Care & School Age Care
- advising the new student or volunteer about BEPS OSHC Service’s management structure and their lines of responsibility and communication with management
- inducting the student or volunteer into all aspects of BEPS OSHC Service and highlighting key health and safety features (such as fire extinguishers, evacuation plans, fire exits and first aid kit storage) showing the new person where they may store personal items and the location of the educators’ room, toilets, the kitchen and parking, and providing introductions to the other team members
- meeting with the new student or volunteer at the end of their first day to get feedback and address any questions they may have
- regularly following up with the new student or volunteer to check that they are settling into their role at the Service.

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**Students and volunteers must:**

- produce a current Working with Children (WWC) check prior to commencing their placement (volunteers must have a minimum (V) card)
- not be left alone or be considered responsible for children inside or outside the Service
- be under the supervision of a qualified educator (diploma and above) and may only be in the Service if a legally responsible person is in charge
- not take children out of the grounds except on excursions, when a member of the educator team is in charge
- not be left in charge for any reason
- not provide advice to parents and families
- not administer medication.

**Induction & Orientation of Students & Volunteers**

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All new students and volunteers will receive an orientation to BEPS OSHC Service and an induction to their position. This process will provide them with introductions to children, families and colleagues, clear expectations about their position and working arrangements, and explanations about the operations, philosophy, policies and procedures of the Service. This will include scheduled time for discussion with the OSHC Coordinator or nominated educator who will briefly outline any staff routines and all other policies for service operation.

During orientation, all new students and volunteers will be provided with an orientation package that will allow them to explore what their role will be at BEPS OSHC Service.

**During orientation** the following items will be usually be addressed:

- an introduction to other educators, management etc.
- a copy of the Statement of Philosophy, Code of Professional Conduct and BEPS OSHC Service policies, including the Child Protection policy
- the facilities and layout of the area utilised by the Service
- breaks, including personal, rest and toileting
- occupational health and safety (including emergency management)
- asking questions (who to ask, how to ask, confidentiality).

**During an induction period**, all new students and volunteers will:

- have the opportunity to observe BEPS OSHC Service functioning
- be allocated time to clarify with the OSHC Coordinator any questions about their position

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and duties

- be given the Service information and a copy of the staff handbook (where applicable)
- have a permanent educator as a ‘buddy’, assigned to them on their orientation day, to explain routines, notice boards, procedures and program planning and implementation.

### **Volunteers on Excursions**

Volunteers will be permitted to assist with staff-to-child ratios on excursions or to enhance the services activities.

- BEPS OSHC Service may use voluntary staff to assist, however volunteers cannot relieve or replace paid staff.
- Volunteers will always be supernumerary to the legislated staff-to-child ratio.
- The volunteer must provide two referees who can be contacted prior to commencement.
- Volunteers are required to hold a Volunteer (V) Working with Children Check (WWC) card.
- Volunteers must be supervised by a member of staff at all times.

For more information on volunteering on excursions, refer to BEPS OSHC Service Excursions Policy.

### **Sources & Legislative References**

Australian Children’s Education and Care Quality Authority 2010, *Guide to the National Quality Standard*, Barwon, ACT, [www.acecqa.gov.au](http://www.acecqa.gov.au)

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template – Educator, educators and volunteer orientate*, [www.pscalliance.org.au](http://www.pscalliance.org.au)

Department of Justice [www.justice.vic.gov.au](http://www.justice.vic.gov.au), Victorian Government

<i>Education &amp; Care Services National Law Act 2010 (Vic) – Sections 169, 301 (h)(m)&amp;(i)</i>
<i>Education &amp; Care Services National Regulations (2011) – Regulations 145, 147, 149, 151, 168(2)(iii), 170, 171, 181, 183</i>
<i>National Quality Standard for Early Childhood Education and Care &amp; School Age Care (2010) – Standards 1.2, 4.1, 4.2, &amp; Elements 7.1.2, 7.1.3, 7.1.5, 7.3.5</i>
<i>Information Privacy Act 2000 (Vic)– Management of Personal Information</i>
<i>A New Tax System Act 2000 (Cwlth) – Family Assistance Administration</i>
<i>Privacy Act 1998 (Cwlth) – Information Privacy Principles</i>
<i>Occupational Health &amp; Safety Act 2004 (Vic) – Providing a safe work environment</i>
<i>Working with Children Act 2005 (Vic) – Protecting Children from harm by assessing suitability of people who work with, or care for children</i>
<i>Health Records Act 2001 (Vic) – Management of Personal Information</i>
<i>Equal Opportunity Act 2010 (Vic) – Covers discrimination in education, amongst other things. It does not assume everyone is the same and it does not mean treating everyone the same</i>
<i>Victorian Charter of Human Rights &amp; Responsibilities (2011) – Sets out the rights, freedoms and responsibilities that are shared by all Victorian and protected by law</i>
<i>The Victorian Government Schools – Education Support Agreement 2013c</i>

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