

Document Name	Document Version Number	Review Date
Participation of Volunteers and Students Policy	1.0.0	March 2021
Date Adopted	Minute Number	Status
25 September 2019	5403	New Policy

## Purpose

Our service is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

## Scope

Approved Provider, Nominated supervisor, Early Childhood educators, casual staff and families

## RELATED GUIDELINES, STANDARDS, FRAMEWORKS

National Quality Standard, Quality Area 4: Staffing Arrangement – Standard 4.2

National Quality Standard, Quality Area 7: Governance and Leadership – Standard 7.1, 7.1.3

## Definitions

Our education and care service values volunteer participation as a connection to our local community and exposure to a range of people and experiences. Accepting students on placement is part of our professional responsibility to support our sector and provide valuable experience and learning opportunities.

## Policy Content

- All students and volunteers will be required to undertake a working with children check from this date. Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
- Volunteers and students 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 » while unsupervised by an employed educator

## Links to Policy

Providing a Child Safe Environment Policy

Child Protection Policy

## Links to Procedure

Participation of Volunteers and Students Procedure

## Links to Forms

Nil

## References

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

NSW Office of the Children's Guardian – [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

## Responsibility

Nominated Supervisor

## Document Author

Nominated Supervisor

### **Relevant Legislation**

Education and Care National Law Act 2010: Clause 13(c)  
Education and Care National Regulations 2011  
Child Protection (Working With Children) Act 2012 NSW

### **Associated Records**

Nil