

VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENTS POLICY

January 2018

Purpose

Montessori Works' purpose is to value volunteer participation as a connection to our local community and exposure to a range of people and experiences.

Responsibilities for the Approved Provider

The Approved Provider of an education and care service must -

Ensure the service is operates in line with the Children (Education and Care Services National Law Application) Act 2010 and Early Childhood Education and Care National Regulations 2011 with regard to the delivery and collection of children at all times.

- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health. Safety and wellbeing of children at the service is protected.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of a children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.
- Ensuring that the staff record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children Check.

Responsibilities of the Nominated Supervisor

The Nominated Supervisor of an education and care service must –

- Provide supervision, guidance and advice to ensure adherence to the policy at the times.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health and safety and wellbeing of children at the service are protected.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health. Safety and wellbeing of children at the service is protected.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children of group of children.
- Providing volunteers/students and parent/guardians with access to all service policies and procedures.
- Ensuring that volunteers/students and parents/guardians comply with the national Regulations and all service policies and procedures.

Responsibilities of the Educators

The Educators of an education and care service must –

- Complying with the requirements that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, health, safety and wellbeing of children at the service is protected.
- Complying with the requirements that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Enabling parents/guardians of children attending the service premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff.
- Encouraging the participation and involvement of parents/guardians at the service.

Responsibilities of the Student/Volunteer

The student/volunteers of an education and care service must –

- Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service.
- Complying with the requirements of the education and care service national regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertaking the induction process and completing the induction checklist prior to commencement at the service.
- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

Responsibilities of the Family/Guardian

The Family/Guardians of an education and care service must –

- Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service.
- Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

Procedure

What will need to done?

- A Working with Children Check will be phased in for unpaid students and volunteers between 1st April 2017 and 31st March 2018. 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, just not be asked to person tasks:
 - That they are untrained, unqualified or too inexperienced to undertake
 - That put the children or themselves in a vulnerable or potentially unsafe situation.

Related Documents

- Australian Children’s Education and Care Quality Authority (ACECQA) - www.acacqa.gov.au
- NSW Office of the Children’s Guardian www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Related Statutory Obligations & Considerations

- **Children (Education and Care Services National Law Application) Act 2010**
- **Education and Care Services National Regulations 2011**
- **Child Protection (Working With Children) Act 2012 NSW**

Amendment History

Version	Amendment	Short Description
---------	-----------	-------------------

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date:

Version:

Last Amended By:

Next Review:

Position:
