

Volunteer Policy

Philosophy

We believe that voluntary workers can make a significant contribution to the preschool community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for children.

At Ardrossan and Districts Community Kindergarten Volunteers are defined as person who donates their time to the preschool on a regular basis.

Volunteer Selection Procedures

Volunteers will be assessed for their suitability to work at the preschool. This assessment will be made in relation to the skills and contributions being offered.

- Volunteers will be required to:
- Agree to a relevant criminal history clearance
- Attend RAN for volunteer training
- Attend an orientation/induction meeting
- Sign a volunteer agreement form before commencing work as a volunteer in the preschool.

The preschool's decision is final in determining who is eligible to work as a volunteer at the preschool. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of Steps for Volunteers

1. Volunteer to contact the preschool to ascertain preschool needs re volunteers
2. Provide documentation for the relevant criminal history clearance
3. Attend the orientation meeting and complete the RAN training
4. Sign the agreement form

The Preschool's Responsibilities to Volunteers

A preschool contact person will be allocated to monitor and support the volunteer. Volunteers will be provided with induction that includes:

- Work Health Safety Procedures
- Duty of care responsibilities to children
- Confidentiality requirements
- Training specific to the area of volunteer work
- Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status
- Changes to a volunteer's area of work or time commitment will be made with full consultation
- Supervising teachers or leadership team member will be available to discuss volunteer's concerns as they arise.
- The preschool will meet their duty of care to children by not leaving a volunteer to work unsupervised with children.

Volunteers' Responsibilities

The volunteer's most important responsibility relates to his/her duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an

intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with children
- Be involved in toileting students or assisting with change rooms/sick rooms
- Encourage affection from or dependency in children eg by giving presents
- Have intentional physical contact with children (centre staff will provide first aid and comfort to injured/distressed children)
- Display bullying or intimidating behaviours towards children.

Volunteers must:

- Refer all children and family concerns or behaviour issues to a staff member.
- Sign the visitors' book on arrival and departure.
- Wear a provided name badge at all times
- Notify the preschool as early as possible if they are unable to fulfil their volunteer commitment.

Cancellation of agreement

When concerns arise about a volunteer, opportunity to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer's agreement can be cancelled at the Preschool Director's discretion and where the volunteer

- Has no more work available
- Fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- Behaves towards children, parents or staff in a manner deemed inappropriate or improper
- Repeatedly fails to meet commitments without notice to the preschool.

This policy has been endorsed by Governing Council

Chairperson:

Signature

Director : Ally Harvey

Signature