

HACKHAM WEST CHILDREN'S CENTRE

6.4 OTHER ADULT INVOLVEMENT AND VOLUNTEERS

AIM:

To provide opportunities for members of the Community to become involved in all aspects of the Child Care Centre.

PROCEDURE:

The Centre encourages parent/guardian(s), students and other Community people to volunteer their time, e.g. gardening and maintenance, fundraising, office works, newsletter, committee.

They will require an interview with the Director to arrange agreed tasks and times. At their interview volunteers will be provided with a Volunteer Role Description, Volunteer Information Pack and Volunteer Agreement.

To be eligible as a volunteer at the Centre people must:

- Hold or obtain a current Department for Communities and Social Inclusion (DCSI) Child-Related Employment Screening
- No DCSI Screening is required if a parent/guardian wishes to volunteer for an excursion or another activity that their child is participating in or will be benefiting from, this includes Governing Council
- Undertake the Responding to Abuse and Neglect Induction for Volunteers and understand their reporting responsibilities
- Complete the Volunteer Application Form that includes their details, that of an emergency contact and referees
- Sign and return their Volunteer Agreement
- Undertake a site induction

Volunteers will sign in upon entering the building and sign out as they leave. During their time at the centre they will work under the constant supervision of staff members.

If any changes occur that may impact the validity of the volunteers DCSI clearance they must be communicated with the Director immediately.

EVALUATION:

This policy is to be viewed as working effectively when a variety of Community members share their skills to benefit the Child Care Centre.

NEXT REVIEW:

October 2019

SOURCES:

- DECD Volunteer Policy 2016
- DECD Screening and Suitability Policy – Child Safety 2016