

Port Pirie West Children's Centre

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 16: Participation of volunteers and students

Rationale

The Port Pirie West Children's Centre appreciates the significant and valuable contributions that volunteers and student teachers make. The preschool follows the Department for Education's policy regarding volunteers and students to ensure that visitors, as well as children in the centre, are safe and supported.

National Quality Standards

Regulation 168 (policy), 149 (record) of the Education and Care Services National Regulations 2018.

Quality Area 4: Staffing arrangements

At our preschool:

- Professional standards guide practice, interactions and relationships

There are also links to:

Quality Area 2: Children's health and safety

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Governance and Leadership

Educators Responsibilities:

- The preschool will follow the 'Volunteer' Policy, DfE, 2019 (attached).
- All volunteers and students will receive appropriate induction on matters such as emergency procedures, policies and procedures, interactions with children and anything else relevant to their role.
- Volunteers and students will be required to sign in on the sign in sheet located at the front reception desk counter.
- Governing Council members must complete the volunteer's 'Responding to Risks of Harm, Abuse and Neglect – Education and Care training' (RRHAN-EC).
- Family volunteers helping at single events such as excursions, will be required to complete a 'Volunteer Agreement' form (attached).
- Students completing Professional Experience Placements must complete a 'Working with Children Check' and 'Responding to Risks of Harm, Abuse and Neglect – Education and Care training' (RRHAN-EC) prior to starting.
- Ongoing volunteers will be required to fill out a 'Volunteer Application' form.
- All volunteers will be supervised by educators.

References:

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018.
- 'Volunteer' Policy, DfE, 2019.
- 'Volunteer Application', 'Volunteer Agreement' and 'Volunteer Checklist', DfE
- Department Policies available at: <https://www.education.sa.gov.au/departments/policies> • Professional experience placements in SA: <https://www.education.sa.gov.au/working-us/careers-education/teachersand-school-and-preschool-leaders/professional-experience-placements-sa-government-schools-preschools-andcentres>

POLICY REVIEWED	September 2022	NEXT REVIEW DATE	September 2023
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Port Pirie West Children's Centre

Student / Parent & Caregiver / Volunteer Declaration

****CONFIDENTIAL****

PLEASE TICK AND SIGN BELOW:

- I will follow the lead of the educators– not different rules for my child/group.
- I will treat the children as competent and capable – children are expected to be independent, have a go, etc.
- I will act as an educator to support the children in their learning, not doing it for them.
- I will stay in sight of my supervising educator at all times.
- I will not take children other than my own to the toilet or assist changing clothes of a child.
- I will check with an educator before I take any photos of children.
- I will not post any photos that I take to social media without permission from those children's parents.
- I have considered if me participating in this Kindy experience will support my child's learning experience (for those parents/caregivers whose child's behaviour changes when you are around.)
- I will report any behaviour management concerns/wellbeing concerns of children to the educator in my group.
- I have not been/or am not currently being charged with a criminal offence that might preclude me from being in the presence of children.
- I will not make any physical contact with children other than my own except to hold hands for safety reasons, give a 'high five' or a handshake and understand that this is part of the children's learning as part of the Child Protection Curriculum to keep them safe.
- I will support the staff members by being aware of members of public around me and notifying a staff member if I notice anyone behaving suspiciously to support the safety of the children.
- I am willing to undergo a DHS Child Related Employment Screening at my own cost if requested by the Director.
- I am aware of the special responsibilities associated with working with children. (Or aware of the serious responsibility of ensuring that the Director is being accountable for the Kindergarten's organisational and financial operations – Governing Council committee members.)
- I certify the accuracy of the above information and understand that it will be kept confidential.
- I have read PPWCC's Participation of Volunteers and Students policy and agree to abide by the guidelines set out.
- I have read the DfE Volunteers Working in Educational Sites & Setting and Screening and Suitability – Child Safety policy and understand what my role requires of me.

STUDENT / PARENT & CAREGIVER VOLUNTEER

Name: _____ Signed: _____ Date: _____

PRESCHOOL DIRECTOR

Name: _____ Signed: _____ Date: _____