



## **Participation of Volunteers and Students Policy**

At Trott Park Kindergarten, we encourage the participation of volunteers and students. We believe that everyone benefits from the participation of volunteers and students with the intrinsic satisfaction that comes from volunteering and having opportunities to share and gain new skills. The work undertaken by volunteers and students complements the work of paid employees.

At Trott Park Kindergarten, the role of a volunteer will generally be filled by a member of the local family community, including Parents, caregivers, grandparents and other extended family members. They may also be part of a local community/volunteer service (eg. Trott Park Neighbourhood Centre).

The Department for Education also recognises volunteers play an integral part in supporting the work of the department and enriching the lives of children and young people in public education and child development and the Department provides guidance on expected practice when engaging volunteers at the Kindergarten.

Benefits of volunteers include that they:

- provide education and early childhood services with a broader resource base from which to draw positive opportunities for children and young people
- enhance community participation and parent involvement
- expand the social, cultural and educational outcomes for children and young people
- provide a safer environment for children and young people
- make a positive difference for children and young people.

Benefits to volunteers include:

- a sense of purpose that enhances their feelings of belonging and happiness
- an opportunity to learn new skills.

Trott Park Kindergarten values that volunteers bring differing levels of expertise and life skills and provide a broad knowledge base for children and young people to benefit from. They come from a range of backgrounds that reflect the diversity in the wider community.

We are committed to reconciliation and our volunteer programs contribute to making a positive difference in the lives of Aboriginal people, their culture and their values.

### **Requirements for volunteers**

The following requirements apply when engaging volunteers in education and early childhood services. These requirements support volunteer participation and aim to ensure their safety and the safety of children, young people, staff and others at our Kindergarten.

The department's practice of involving volunteers aligns with Volunteering Australia's [national standards for volunteer involvement](#) and the [guideline of the commissioner for public sector employment – volunteers \(PDF 434KB\)](#).

To encourage volunteer participation and enhance the benefits of volunteering, Trott Park Kindergarten will ensure that volunteers meet the following requirements.

## Recruitment and screening

The site leader will make sure volunteers:

- are recruited using an open and planned approach to attract volunteers with relevant interests, knowledge, skills or attributes, as required by the education and early childhood service
- are selected based on interest, knowledge and skills or attributes relevant to the role
- are not discriminated against and that there is equal opportunity for all
- are given relevant information about the education and early childhood service, their role and the recruitment and selection process
- meet screening and suitability requirements as per the department's [screening and suitability – child safety policy \(PDF 280.0KB\)](#) and [screening and suitability – child safety procedure](#) (refer to the [relevant history screening](#) webpage for more information about screening)
- are advised that if their relevant history changes after their appointment – for example if they are charged or convicted of an offence relevant to risk of harm to children – they let the education and early childhood leader know immediately.

## Preparation and training

The site leader will make sure volunteers:

- meet expected requirements as per the department's [safeguarding children and young people policy](#) which includes being provided with the Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) for volunteers as a condition of volunteering (see [organising RRHAN-EC for volunteers](#))
- are given the name of the education or early childhood leader who can provide advice and support to them about any child protection or wellbeing concerns.

The site leader must make sure volunteers are given:

- clearly written role descriptions – if their role changes during the course of their appointment, the education and early childhood leader must take appropriate steps to make sure the volunteer is suitable and able to perform the new duties
- the information, training and resources necessary to enable them to perform their role effectively without creating risks to themselves or to others
- a volunteer agreement with the information needed to make sure they are aware of and understand their obligations to maintain confidentiality and to act in a manner consistent with the principles of conduct for South Australian public sector volunteers (part of the [guideline of the commissioner for public sector employment – volunteers \(PDF 434KB\)](#))
- an education and early childhood service induction or orientation which includes information about work health and safety requirements relevant to their work.

Volunteers must observe work health and safety requirements and do any training necessary to make sure they will not put their own or anyone else's safety at risk. The principles and practices in the [Work Health and Safety Act 2012](#) are applicable to volunteers.

## Management

The site leader will make sure volunteers:

- are introduced to a volunteer contact person, who will normally be the Director
- complete and sign the department's volunteer application, declaration and agreement forms
- are given safe, meaningful work in a well-managed workplace
- receive the level of supervision required for them to do their assigned role
- are given ongoing support and feedback about their work
- are given recognition and thanks respectful of cultural values and perspectives
- know they are expected to observe similar ethical, policy and legislative requirements as employees
- are not used where paid employment should be used

- are reimbursed for reasonable out-of-pocket expenses incurred as part of their role.

Education and early childhood leaders must have processes in place that protect the health and safety of volunteers while they carry out their duties.

### Record keeping

The site leader will follow the details in the [volunteer procedure](#)., ensuring they:

- keep accurate and up-to-date records for volunteers
- make sure any personal information is securely stored and not misused
- keep a copy of the volunteer application, declaration and agreement forms
- record the impact volunteering activities have had on children and young people
- follow the details in the [volunteer procedure](#) about what type of information to keep and how to do it
- keep records according to the [information and records management policy](#).

The department values the contribution of volunteers and, as part of record keeping requirements, the site leader will keep track of the extent of the contribution of the education and early childhood service's volunteer programs. This is also a way to meet the requirements of SAFA insurance.

### Guiding the work of volunteers

To guide their work with volunteers, staff need to refer to the department's volunteer procedure and the volunteer web pages:

- [managing volunteers](#) (staff intranet)
- [volunteers](#) (for public access).

These websites have resources to help make sure required actions are followed when recruiting, screening, inducting, training and managing volunteers.

### Education and early childhood leader rights

The education and early childhood leader has the right to:

- decline voluntary work to a person they deem unsuitable to work with children and young people
- require a volunteer to withdraw from volunteering activities at any time if concerns exist about their suitability to be working with children
- exercise their power under the [Education and Children's Services Act 2019 \(PDF 777KB\)](#) (Division 3, Section 93) to issue a notice (a barring notice) to a volunteer when a volunteer's behaviour has negatively impacted on the education or early childhood service and its community.

### Volunteer activities

Volunteers do many roles that support the work of department staff to make sure children and young people are cared for in a safe and positive environment. Some of the roles volunteers do include student mentoring, taking part in fundraising committees, helping in the school canteen, providing education support, coaching sports teams and helping on excursions.

Education and early childhood services must make sure volunteer activities positively support the achievement of the program and organisational objectives. The volunteer activity should be meaningful, both to the volunteer and in contributing to the work of the department. Volunteers should not be exploited or expected to perform tasks that employees are reluctant to do.

Volunteers must not be used to replace paid staff.



## SAFA insurance

The department has a responsibility to provide SAFA, as part of the annual insurance and risk management questionnaire, details of the approximate numbers of volunteers and a brief description of the nature of tasks undertaken by volunteers to make sure that the volunteers are covered by the government insurance arrangements.

To assist the department in completing its annual SAFA questionnaire, education and early childhood services must record the number of volunteers engaged and the tasks they perform at the education and early childhood service each calendar year.

## Out of scope

- Members of governing councils, school councils or management committees are considered volunteers of the department. However, these volunteers do not fall within the scope of this procedure. For specific information on the management of these volunteers refer to the [governing councils](#) webpage.

Work experience and work placement people who are contributing to the department as part of their work experience or a work placement are not in the scope of this procedure. Refer to the department's [workplace learning procedures](#) for more information about students on work experience or work placement.

## Related legislation

- [Children and Young People \(Safety\) Act 2017](#)
- [Child Safety \(Prohibited Persons\) Act 2016](#)
- [Child Safety \(Prohibited Persons\) Regulations 2019](#)
- [Civil Liability \(Institutional Child Abuse Liability\) Amendment Act 2021 \(PDF 253KB\)](#)
- [Disability Discrimination Act 1992 \(Commonwealth\)](#)
- [Education and Care Services National Law Act 2010 \(PDF 1155KB\)](#)
- [Education and Children's Services Act 2019](#)
- [Education and Children's Services Regulations 2020](#)
- [Education and Early Childhood Services \(Registration and Standards\) Act 2011](#)
- [Education and Early Childhood Services \(Registration and Standards\) Regulations 2011](#)
- [Education and Care Services National Regulations and National Quality Standards](#)
- [Equal Opportunity Act 1984](#)
- [Information Privacy Principles 2017 \(PDF, 235KB\)](#)
- [Privacy Act 1988 \(Commonwealth\)](#)
- [Public sector code of ethics](#)
- [Statutes Amendment \(Child Sexual Abuse\) Act 2021](#)
- [Volunteers Protection Act 2001](#)
- [Work Health and Safety Act 2012](#)

## Related policies

- [Camps and excursions policy](#)
- [Duty of care policy](#)
- [Guideline of the commissioner for public sector employment – volunteers \(PDF 434KB\)](#)
- [Information and records management policy](#)
- [Out of school hours care policy](#)
- [ICT cyber security standard \(PDF 592.7KB\)](#)
- [Safeguarding children and young people policy](#)
- [Screening and suitability – child safety policy \(PDF 280.0KB\)](#)
- [Screening and suitability – child safety procedure](#)
- [Volunteer procedure for schools, preschools and care settings](#)
- [Work health and safety policy](#)

This Policy has been developed in conjunction with the Trott Park Governing Council

Signed  (Governing Council Chairperson)

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