

## Governance & Leadership

# Student and Volunteer Policy.

### Our Vision.

To give every child **the best start in life.**

### Our Mission.

To deliver high quality childcare and exciting learning opportunities for every child, giving them a head start as they prepare for school.

### Our Values.

- |                |  |
|----------------|--|
| <b>Care</b>    | We take care of the children entrusted to us and our dedicated staff. All are appreciated and diversity is valued. |
| <b>Quality</b> | We maintain the highest standards in care and safety and provide exceptional early years education.                |
| <b>Service</b> | We provide exceptional service and are integral to supporting parents bringing up children.                        |
| <b>Value</b>   | We provide outstanding value for our families.   |



Busy Bees Early Learning Australia values the participation of students and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. Students and voluntary workers are welcome at the Service; however, the children's care and safety is our first priority.

## NATIONAL QUALITY STANDARDS (NQS)

Quality Area 7 – Governance and Leadership	
7.1 – Governance	7.1.1 – Service Philosophy and Purposes
	7.1.2 – Management Systems
	7.1.3 – Roles and Responsibilities
7.2 – Leadership	7.2.2 – Educational Leadership
	7.2.3 – Development of Professionals

## EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

Part 4.4	Staffing Arrangements (Reg - 120, 145, 149)
Part 4.7	Governance and Leadership (Reg - 168, 170, 172)

## RELATED POLICIES

Bullying, Discrimination and Harassment Policy	Complaints Policy
Code of Conduct Policy	Respectful Relationships with Children Policy
Confidentiality and Privacy Policy	Supervision Policy
Child Protection and Safeguarding Policy	Work Health and Safety Policy
Child Safe Environment Policy	

## PURPOSE

Busy Bees aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in Service routines and assist in accordance with their qualification level to work with children under the National Quality Framework requirements.

## SCOPE

Employees, Children, Families, Students, Volunteers, Visitors and Management

## POLICY

Busy Bees Early Learning Australia has a strong commitment to providing a range of opportunities for volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the Service.

Students and Volunteers will complete an induction with the Manager prior to commencing at the Service. They will be advised of the existence and application of the current child protection law in the relevant state or territory and understand any obligations held under the law, and provide Working with Childre/Vulnerable People Checks that will be recorded on staff files.

Visitors to the Services may include Family members, potential Families, and students attending for the purpose of professional experience, maintenance personnel, other authorised volunteers, and employees from other Services.

The presence of visitors at the Service must be monitored and documented through registration in our visitor registers. Records relating to visitors and students to the Service will be maintained and retained in accordance with legislation.

### **Nominated Supervisor will:**

- Maintain a visitor's register and request sign in of all visitors, students, and volunteers to the Service
- Ensure all employees are aware of, and understand, the regulatory and ethical guidelines relating to visitors at the Service
- Conduct a thorough induction guided by the Student and Volunteer Induction Checklist
- Ensure the student or volunteer has access to and understands our policies and procedures
- Advise of the existence and application of the current child protection law in the relevant state or territory and understand any obligations held under the law
- Provide an induction protocol for all employees to use with each visitor, including workplace health and safety issues
- Keep a record of all volunteers and students who spend time in the Service. The record will include:
  - Full name
  - Address
  - Date of birth
  - Date and hours of each volunteer or student who participates in the program
- Be aware of protocols and guidance supplied by universities, TAFEs, schools or RTOs in relation to participating students
- Practice discretion when deciding to admit a student or volunteer to the Service
- Ensure an appropriate number of student or volunteers are taken at one time
- Maintain a current Service Staff Schedule Tool containing details of all students and volunteers
- Ensure all Families, children and employees are advised of students and volunteers that will be attending the Service, including details of dates and times
- Display the name and photo of student or volunteer
- Communicate the student or volunteers presence with Families
- Ensure work placement students or volunteers are never left alone with children or included in the ratio of adult to children
- Ensure students and volunteers are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors
- Ensure the student/volunteer has signed a confidentiality agreement prior to commencing their placement.

### **Employees will:**

- Welcome visitors to the Service and seek information on their reason for visiting
- Direct visitors appropriately and when necessary, make the Nominated Supervisor aware of a visitor's presence in the Service
- Ensure that students and volunteers are always supervised and never left alone with the children
- Ensure that students do not take unauthorised photographs of children
- Ensure that volunteers do not take photographs of children
- Ensure that students and volunteers are aware of and work within guidelines, such as the Services' Philosophy, Code of Conduct, Policies and Procedures, National Quality Framework, Education and Care National Law and Regulations and Child Protection Laws
- Provide guidance and advice to students and volunteers while interacting with children

## Students and/ or Volunteers will:

- Hold a valid working with children/vulnerable people check (including Family members) as per state specific legislation and requirements
- Be aware of, and work within, the Service Philosophy, Code of Conduct, Policies and Procedures, National Quality Framework, Education and Care National Law and Regulations, Child Protection Laws
- Consult with employees regarding correct procedures when confronted with an unexpected event or incident
- Provide information on their immunisation status
- Not administer medication nor undress a child or proceed with any first aid measures unless an employed educator is present
- Consult with an employed educator before beginning any observations on children
- Notify Families of their attendance at the Service via an introduction poster, including an appropriate photograph, explaining their presence at the Service
- Refer to children only by using their first name when writing observations or lesson plans
- Be punctual for their nominated shift, return from breaks on time and let educators know where they are always
- Notify the Service, and their training organisation, if unable to attend on any scheduled day
- Provide a copy of their training organisation's insurance documentation ensuring they are covered by the training organisation's worker's compensation
- Book time with supervising educator for the purpose of assessment review and questions, outside the timeframes of working directly with children
- Take part in the Service's day-to-day routines and activities, including assisting in setting up, packing away, toileting, cleaning etc. always while under the supervision of an employed educator
- Present programs/planning folder to the supervising educator each day prior to an experience being presented. Experiences must be discussed and planned with supervising educator prior to being provided to the children
- It is the student's responsibility to organise all the necessary resources available for the experiences.
- Respect the privacy of the children and the Families at the Service. All information heard within the Service should be treated as confidential and must not be discussed outside the Service unless it is related to the practicum

## Families are requested to:

- Be vigilant, and aware of unknown visitors to the Service and to direct them accordingly
- If volunteering at the Service or for any excursion, follow state Working with Children/Vulnerable People requirements for Family members who wish to volunteer. Where a valid card is required apply for a volunteer Working with Children/Vulnerable People Check prior to volunteering
- Volunteer to their individual capacity – i.e.
  - Provide input to the program, including program involvement and participation
  - Participate in outings and excursions
  - Attend information nights and special events
  - Maintain open communication and positive relationships with employees
  - Incorporate home into the Service – i.e. provide extensions of learning experiences from home e.g. cooking, reading books, weekend adventures, items from home for the dramatic play area, items for art experiences, etc.

Families are encouraged to share special skills, talents, or interests they may have with their child's group or other groups in the Service. Families are encouraged to share their knowledge about their child with our employees. Family input adds to the current understanding of the child and can enhance the program in meaningful and relevant ways.

# Student and Volunteer Policy.

## SOURCES

[Australian Government Department of Education - Early Childhood](#)

[Australian Children's Education & Care Quality Authority - ACECQA](#)

[The Education and Care Services National Regulations](#)

[Early Childhood Australia](#)

Working with Children/Vulnerable People by State or Territory:-

[Australian Capital Territory](#)

[New South Wales](#)

[Northern Territory](#)

[Queensland](#)

[South Australia](#)

[Tasmania](#)

[Victoria](#)

[Western Australia](#)

## VERSION CONTROL

This policy will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1	01/10/2023	Chief Operating Officer	Policy Development Officer	Replace all previous versions

This document is uncontrolled when printed and may be varied, replaced, or terminated without notice.