

Early Learning

Participation of Volunteers and Students

Policy

Overarching Statement

The *Keeping Children Safe Policy* of the Uniting Church in Australia Synod of Victoria and Tasmania (refer to *Sources*) is the overarching whole of church policy to be implemented by individuals and entities involved with or connected to the Uniting Church. All children who are involved in any of the Church's activities, events or programs have a right to feel and be safe. The Church is committed to provide safe environments where children are cared for, respected, nurtured and sustained.

Policy Statement

Uniting Early Learning is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies;
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service;
- ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

Executive Summary

Volunteers and students may participate in programs and activities at the service from time to time in order to observe and experience the provision of centre-based education and care. This will be encouraged and facilitated by the service wherever appropriate and possible.

Uniting Early Learning values the participation of parents and other family members, and the voluntary contribution they make to the education and care of their own and other children. Uniting Early Learning aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate

DOCUMENT TITLE & NUMBER		PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY		
Content Owner	Early Learning Services – Head of Early Learning			Page 1 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

interactions and communication with staff, and other adults and children at the service (refer to *Code of Conduct Policy-Level 1*).

Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, services should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted positions.

DOCUMENT TITLE & NUMBER		PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY		
Content Owner	Early Learning Services – Head of Early Learning			Page 2 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

Current Environmental Context

In line with Child Safe Standard 4 and the *Keeping children safe policy*, prior to engaging a volunteer or student an assessment should be undertaken of the nature of the responsibility to determine whether a position description is required, and based on that whether an interview and referee checks are required.

Prior to participation at the service, a volunteer (aged 18 years or over) must be in possession of a Working with Children (WWC) Check card (Victoria) or Working with Vulnerable People Check (Tasmania).

As a demonstration of duty of care, all parents who volunteer at the service are required to undergo a WWC Check.

Details must be kept in the staff record of all volunteers and students including: the full name, address, date of birth, date and hours of participation for each student or volunteer who participates at the service. In addition to this students and volunteers should undertake an induction to the service and complete an induction checklist (refer to *Attachment 34.b*).

The role that volunteers play at the service will vary and can include working with groups of children, preparing materials or food, assisting with the laundry, participating on excursions, assisting with administrative tasks or working one-on-one with individual children. The children's service is responsible for ensuring that volunteers are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.

Volunteers can expect:

- a safe and well-managed workplace.
- meaningful work experience with appropriate direction, supervision and training.
- recognition for their contribution.

Volunteers must not be asked to perform tasks:

DOCUMENT TITLE & NUMBER	PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY			
Content Owner	Early Learning Services – Head of Early Learning			Page 3 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

- that they are untrained, unqualified or too inexperienced to undertake.
- that put the children or themselves in a vulnerable or potentially unsafe situation.
- where there is a conflict of interest.

Attachment 34a – Responsibilities relating to the Participation of Volunteers and Students Policy

Attachment 34b - Sample induction checklist for volunteers/students

DOCUMENT TITLE & NUMBER		PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY		
Content Owner	Early Learning Services – Head of Early Learning			Page 4 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

The latest version of this policy can be found at <https://vtuniting.sharepoint.com/sites/Intranet/Uniting%20policies/Forms/>

Reference/Sources

This policy should be read in conjunction with:

- *Access and Equity* Policy Level 2
- *Code of Conduct* Policy Level 1
- *Complaints and Grievances* Policy
- *Delivery and Collection of Children* Policy
- *Determining Responsible Person* Policy
- *Excursions, Regular Outings & Service Events* Policy
- *Inclusion and Diversity* Policy Level 1
- *Interactions with Children* Policy
- *Keeping Children Safe* Policy
- *Privacy and Confidentiality* Policy Level 2
- *Staffing* Policy
- *Supervision of Children* Policy
- *Workplace Health and Safety* Policy-Level 2
- Children’s Services Regulations 2009: Regulation 58
- Education and Care Services National Law Act 2010: Section 169
- Education and Care Services National Regulations 2011: Regulations 123, 145, 149, 157, 355, 358, 360
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Tasmanian Licensing Standards For Centre Based Child Care Class 4 2014: Standard 4.4

Keeping Children Safe Policy of the Uniting Church in Australia Synod of Victoria and Tasmania (approved May 2017).

DOCUMENT TITLE & NUMBER		PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY		
Content Owner	Early Learning Services – Head of Early Learning			Page 5 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

The latest version of this policy can be found at <https://vtuniting.sharepoint.com/sites/Intranet/Uniting%20policies/Forms/>

Authorisation

This policy was adopted by Uniting Early Learning on: 10 May 2018

Review

This policy is to be reviewed by 06 June 2019

DOCUMENT TITLE & NUMBER		PARTICIPATION OF VOLUNTEERS AND STUDENT POLICY		
Content Owner	Early Learning Services – Head of Early Learning			Page 6 of 6
Document Author	EL Practice Manager	Document Version	V 3.0	Policy No. 34
Date Published	10/05/2018	Revision Due Date	06/06/2019	

The latest version of this policy can be found at <https://vtuniting.sharepoint.com/sites/Intranet/Uniting%20policies/Forms/>