

## **PARTICIPATION OF VOLUNTEERS AND STUDENTS**

### **POLICY**

Building Futures Care supports opportunities for the training needs of volunteers and students through imparting knowledge and experience to them from family day care service staff and family day care educators, while ensuring and maintaining the health, safety and wellbeing of all children in care.

### **PROCEDURE**

If an Educator is to have a volunteer or student at their service, they must notify the Coordination Unit and have written approval from the Coordination Unit prior to the volunteer or student beginning.

All families must be notified before a student or volunteer is on placement at the family day care service. It is recommended that the student or volunteer place an introduction to themselves including a photo up in a position at the family day care service where parents can view it.

The family day care service can offer placements to:

- High school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation for the student to participate;
- Students attending other registered training organisations and studying in a relevant field, such as childcare, teaching, recreation or community services where the training organisation has initiated the placement, identified the student's suitability, worked with the Coordination Unit in relation to times and expectations and provided written authorisation for the student to participate.

The Coordination Unit must have a record of the student or volunteer that includes the full name, address and date of birth of each student or volunteer who participates in the family day care service; and a record for each day on which the student or volunteer participates in the service, the date and the hours of participation.

The student or volunteer must sign in and out in the family day care service's visitor log to document their presence at the service. They must also keep on their person at all times identification and, if 18 years or older, their Working with Children Check card.

The **Coordination Unit** will:

- Provide students and volunteers with guidelines identifying their responsibilities, expectations and code of conduct while at the family day care service during a work experience induction.
- Inform students and volunteers that they must comply with all policies and procedures of the service, including confidentiality and the Code of Conduct, which they must sign before commencement.
- Provides the student or volunteer with an induction to the family day care service.
- Check that all students and volunteers over the age of 18 years have completed a Working with Children Check prior to commencing at the family day care service.
- Require students and volunteers to abide by Education and Care Services National Regulations 2011 while on placement.
- Ensure that the student or volunteer has completed the necessary records before commencing placement.

The **Educator** will:

- Give support and guidance to students and volunteers where possible, and encourage students and volunteers to participate and communicate in an open and honest manner.
- Ensure that students and volunteers do not discuss children's development or other issues with parents.
- Provide students and volunteers with access to family day care service policies and procedures that are kept on the premises, and take all reasonable steps to ensure the written policies are followed.
- Expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development.
- Provide ongoing constructive feedback and assessment that is fair and equitable; and provide students and volunteers with opportunities to learn and participate in a positive, encouraging environment.

Students and volunteers are never to be left alone or in charge of any children.

Students and volunteer are not to change nappies or conduct toileting with children. If a student needs this skill 'signed off' for examination/assignment purposes, the Educator will directly supervise this process.

Students attending from a high school will note that at no time are they permitted to physically pick up a child. Children are able to sit on the students lap whilst they are on the ground but when standing or sitting on a chair, students must not hold children.

All students or volunteers are encouraged to interact with the children at their level. This does not mean sitting down for extended periods of time but actively participating in what children in the room or outside area are doing.

It is a requirement that any days of absence by the student or volunteer be phoned to the family day care service by 9:00am on the morning of the absence. If due to unforeseen circumstances a student or volunteer is unable to be at the service at the designated time of arrival, they will phone the service as soon as they know and give an approximate time of arrival.

Student/ volunteer will remember that whilst they are within the service, children, staff/educators and families must be spoken to with respect. No swearing or disrespectful language will be tolerated.

### **RELEVANT LAWS, SOURCES AND OTHER PROVISIONS**

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 (149)

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