Cheltenham Community Centre Early Learning Childcare

E29. Participation of Volunteers and Students

1. Policy

1.1 Cheltenham Community Centre (CCC) Early Learning Childcare 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.

1.2 This policy will provide guidelines for the engagement and participation of volunteers and students at CCC Early Learning Childcare, while ensuring that children's health, safety and wellbeing is protected at all times.

1.3 This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of CCC Early Learning Childcare, including during offsite excursions and activities.

1.4 In order to assess whether the values and purposes of this policy have been achieved, we will:

- Welcome feedback from everyone affected by this policy regarding its effectiveness.
- Monitor the implementations, compliance, complaints and incidents in relation to this policy.
- Keep the policy up to date with current legislation, research, policy and best practice.
- Revise the policy and procedures as part of the services policy review cycle, or as required, and
- Notify parents/guardians at least 14 days (about 2 weeks) before making any changes to this policy or its procedures.

2. Procedure

2.1 Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of centre-based education and care. This will be encouraged and facilitated by CCC Early Learning Childcare wherever appropriate and possible.

2.2 CCC Early Learning Childcare values the participation of parents/guardians, other family members, other members of the community and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and

educators value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" (Early Years Learning Framework).

2.3 CCC Early Learning Childcare 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 interactions and communication with staff, and other adults and children at the service.

2.4 The role that volunteers and students play in education and care services varies and can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children. The service is responsible for ensuring that volunteers and students are suitable to work with children, and that children's health, safety and wellbeing is protected at all times. 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 position.

2.5 **Volunteers must not be asked to perform tasks:**

- 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.

2.6 Prior to participation at the service, a volunteer or student (aged 18 years or over) must be in possession of a Working with Children (WWC) Clearance.

2.7 Parents/guardians whose children usually attend the service are exempt from needing a WWC Check. However, CCC Early Learning Childcare have determined that all parents/guardians who volunteer at the service as a part of our programs are required to undergo a WWC Check.

2.8 In line with Child Safe Standard 4 and the Child Safe Environment Policy, prior to engaging a volunteer or student an assessment will be undertaken of the nature of the responsibility to determine whether they are suitable to be in our childcare programs and based on that an interview and referee checks will be carried out.

2.9 **Responsibilities**

The Approved provider and persons with management or control are responsible for:

- Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor and educators.
- Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the nominated supervisor.
- Checking the status of the Working with Children (WWC) Clearance of volunteers and students where required, and ensuring that the details, including identification number and expiry date are recorded in the staff record.
- Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record.
- Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service.
- Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions.
- Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation.
- Ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.

- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Providing volunteers, students and parents/guardians with access to all service policies and procedures, and access to the Education and Care Services National Regulations 2011 and Education and Care Services National Law.
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures.
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations.
- Ensuring volunteers, students and parents/guardians can identify children with medical conditions, the child's medical management plan and the location of the child's medication.
- Informing volunteers, students and parents/guardians of the services Responding to Medical Conditions – Including anaphylaxis, allergies, asthma & diabetes Policy.
- Informing volunteers, students and parents/guardians of the services Emergency and Evacuation procedures.
- Developing an induction checklist for volunteers and students attending the service in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist and have been provided with a copy of the staff handbook, if applicable.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service.

The Nominated supervisor and persons in day-to-day charge are responsible for:

- Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor and educators.
- Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the nominated supervisor.
- Checking the status of the Working with Children (WWC) Clearance of volunteers and students where required, and ensuring that the details, including identification number and expiry date are recorded in the staff record.
- Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record.
- Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service.
- Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions.
- Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation,
- Ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Providing volunteers, students and parents/guardians with access to all service policies and procedures, and access to the Education and Care Services National Regulations 2011 and Education and Care Services National Law.
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures.
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations.

- Ensuring volunteers, students and parents/guardians can identify children with medical conditions, the child's medical management plan and the location of the child's medication.
- Informing volunteers, students and parents/guardians of the services Responding to Medical Conditions – Including anaphylaxis, allergies, asthma & diabetes Policy.
- Informing volunteers, students and parents/guardians of the services Emergency and Evacuation procedures.
- Developing an induction checklist for volunteers and students attending the service in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist and have been provided with a copy of the staff handbook, if applicable.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service.

The educators and all other staff are responsible for:

- Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor and educators.
- Ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures.
- Ensuring volunteers, students and parents/guardians can identify children with medical conditions, the child's medical management plan and the location of the child's medication.
- Informing volunteers, students and parents/guardians of the services Emergency and Evacuation procedures.
- Developing an induction checklist for volunteers and students attending the service in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist and have been provided with a copy of the staff handbook, if applicable.

The parents/guardians are responsible for:

- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures.
- Complying with the requirements of the Education and Care Services National Regulations 2011, Education and Care Services National Law and with all service policies and procedures, including the Code of Conduct Policy, Child Safe Environment Policy, Child Safe and Wellbeing Policy, Interactions with Children and Confidentiality Policy and Guidelines while attending the service
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations
- **The Contractors, volunteers and students:**
- Obtaining a valid WWC Check and providing details to the service prior to commencement

- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children.
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures.
- Complying with the requirements of the Education and Care Services National Regulations 2011, Education and Care Services National Law and with all service policies and procedures, including the Code of Conduct Policy, Child Safe Environment Policy, Child Safe and Wellbeing Policy, Interactions with Children and Confidentiality Policy and Guidelines while attending the service
- Ensuring that volunteers and students have completed the induction checklist and have been provided with a copy of the staff handbook, if applicable.

3. Legislation and regulations:

3.1 Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004 (Vic)
- Worker Screening Act 2020 (Vic)
- Worker Screening Regulation 2021 (Vic)

The most current amendments to listed legislation can be found at:
Victorian Legislation – Victorian Law Today
Commonwealth Legislation – Federal Register of Legislation

NATIONAL LAWS & REGULATIONS:
National Law, Section: 167

- Regulation 83
- Regulation 90
- Regulation 97
- Regulation 145
- Regulation 149(1)
- Regulation 149(2)
- Regulation 168(2)(d)
- Regulation 168 (2)(e)
- Regulations 170
- Regulation 171
- Regulation 172 (2)
- Regulation 185

4. Definitions:

4.1 **Child-related work:** In relation to the WWC Check, child-related work includes work with children which may involve physical contact, face-to-face contact, oral, written or electronic communication.

4.2 **Conflict of interest:** (In relation to this policy) refers to an interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of the volunteer, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the volunteer, but also their relatives, friends or business associates.

4.3 **Student:** A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

4.4 **Volunteer:** A person or parent (who's child attends the service) who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity. These activities may include child-related work, administrative tasks, or preparing materials or food.

4.5 **Working with Children (WWC) Clearance:** A WWC Clearance is granted to a person under Worker Screening legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children
- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

5. Sources and related policies

- Australian Children's Education and Care Quality Authority (ACECQA):
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming:
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People)
- Working with Children Check unit, Department of Justice & Regulation – provides details of how to obtain a WWC Check

RELATED POLICIES

- Child Safe Environment
- Childcare Code of Conduct
- Parental Complaints
- Dropping and picking up of Children
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Workplace Health and Safety
- Confidentiality Policy and Guidelines
- Staffing
- Child Safe and Wellbeing
- Responding to Medical Conditions – including anaphylaxis, allergies, asthma & diabetes

Revision History

Date	Revision	Revised by
26/04/2024	Created	Huan-Ming Cholinski
14/06/2024	Revised	Huan-Ming Cholinski
29/03/2024	Reviewed and revised	Leanne Lee-Ack
29/08/2025	Reviewed and updated	Leanne Lee-Ack

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ATTACHMENT 1. SAMPLE INDUCTION CHECKLIST FOR VOLUNTEERS AND STUDENTS

Name: _____ Date: _____ to be completed by all volunteers and students participating at CCC Early Learning Childcare and returned to the nominated supervisor prior to commencing at the service.

Volunteer/Student	Please tick
I have been given access to all the policies and procedures of CCC Early Learning Childcare, [Delete if not applicable]	
I understand the content of service policies and procedures, including those relating to:	
conduct while at the service (Childcare Code of Conduct Policy)	
emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits Emergency and Evacuation Policy)	
accidents at the service (Incident, Injury, Trauma and Illness Policy)	
dealing with medical conditions (Responding to Medical Conditions – including anaphylaxis, allergies, asthma & diabetes and Administration of Medication Policy)	
dealing with infectious diseases (Dealing with Infectious Diseases and including minimum exclusion periods Policy)	
first aid arrangements for children and adults, including the location of the nearest first aid kit (Administration of First Aid Policy)	
daily routines	
the importance of OHS and following safe work practices (Workplace Health and Safety Policy)	
interacting appropriately with children (Interactions with Children Policy)	
reporting of serious incidents and notifiable incidents at the service (Incident, Injury, Trauma and Illness Policy, Parental Complaints Policy and Workplace Health and Safety Policy)	
reporting hazards in the workplace (Workplace Health and Safety Policy)	
handling complaints and grievances (Parental Complaints Policy)	
child safety and wellbeing and child protection including how to respond to concerns (Child Safe Environment Policy and Child Safe and Wellbeing Policy)	
privacy and confidentiality of information (Confidentiality Policy and Guidelines)	

I am aware of the non-smoking policy of the service and not be affected by alcohol or drugs (including prescription medication) that would impair my capacity to complete my tasks (Tobacco, E-Cigarettes, Alcohol, and other Drugs Policy)	
The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor.	
I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition.	

Volunteer or student name:

_____

Signature: _____ Date: _____

Nominated Supervisor's name:

_____

Signature: _____ Date: _____