

Students and volunteers

QA7 Governance and leadership

Policy Statement

Students and volunteers are always complimentary or in addition to the educator to child ratios defined in regulation 123 of the *Education and Care Services National Regulations 2012*. A responsible educator will always supervise volunteers and students on placement. Students and Volunteers are not left with children at any time throughout the day and this includes bathrooms.

Little Graces is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the Service will abide by the strategies and practices outlined in this policy.

The Service values volunteer participation as a connection to our local community and exposure to a range of people and experiences.

Rationale

The Mandate for the Catholic Education Commission of Western Australia 2009 – 2015, asserts that “Catholic schools can serve as models for all within Western Australia who seek to create genuine communities”.

The Service supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. The Service aims to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to the program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the Service daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

Procedures

- All students and volunteers will be required to undertake a working with children check.
- Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
- All students are required to sign in and out of the visitor’s registrar each day they are in attendance at the Service.
- All students and volunteers must be supervised by an educator at all times.
- All students and volunteers are required to inform the nominated supervisor of any concerns or issue they experience on the day whilst at the Service.



Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation 172 of the Education and Care Services National Regulations, the Service will ensure that families of children enrolled at the Service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Service; a family's ability to utilise the Service; the fees charged or the way in which fees are collected.

References

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- Early Childhood Australia [ECA]. (2019). *Code of Ethics*. Retrieved from <http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/>
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