

**POLICY NO 51: STAFF – PARTICIPATION OF VOLUNTEERS AND STUDENTS**

**Key Policy Contact Person:** Manager, Our Village Family Childcare

**POLICY STATEMENT:**

Our Village Family Childcare (OVFC) will ensure that students and volunteers that are placed within the service are effectively managed and are not left alone with children at any time.

**CRITICAL INFORMATION:**

The student or volunteer **is never to be left alone** with children. Educators have the sole responsibility for the provision of childcare and children’s direct supervision. These responsibilities cannot be passed onto students and volunteers.

**Students and Volunteers must:**

- Discuss the competency requirements of their practicum placement (if required)
- Present any records that require signing i.e., Training Institutions Agreement, prior to any placement commencing.
- Present any attendance sheets that require signing at the end of each day.
- Adhere to the policies and procedure of the service.
- Maintain a professional standard when interacting with children, families, Educators, and coordination unit.
- Actively participate in the program with the children and Educators
- Dress appropriately for the childcare environment
- Be responsible for their belongings.
- Inform the service if they are unable to attend i.e., due to illness.
- Maintain confidentiality on all matters relating to the role and the service.
- Familiarise themselves with the Emergency, Evacuation and Bush Fires, medical conditions of the children attending the service.
- Sign in and out on the “Record of Visitors to Service” register if attending a residence when children are in care.
- Comply with the requirements of the SCCH – Student Placement Management Procedure and Volunteers Policy

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**PURPOSE:**

To ensure that all students and volunteers are effectively managed and supervised during their placement at the service and that they are provided with support and guidance to work within the policies and procedures of the Sunbury and Cobaw Community Health (SCCH).

**SCOPE/RESPONSIBILITIES:**

This document applies to all Educators, Families, Coordination Unit Staff, Volunteers and Students of OVFC.

**STATEMENT OF DIVERSITY**

Sunbury and Cobaw Community Health is committed to improving the health of our community and being accessible to all, including people from culturally and linguistically diverse (CALD) communities, those from Aboriginal and Torres Strait Islander background, people with a disability, Lesbian Gay Bisexual Transgender Intersex and Queer (LGBTIQA+) people and other socially vulnerable groups and supporting their communities across the lifespan from birth to older age.

**DEFINITIONS:**

<b>Student</b>	A person who is studying at a university or other place of higher education
<b>Volunteer</b>	A person who freely offers to take part in an enterprise or undertake a task

**PROCEDURES:**

The student or volunteer **is never to be left alone** with children. Educators have the sole responsibility for the provision of childcare and children’s direct supervision. These responsibilities cannot be passed on to students and volunteers.

The coordination unit determines the suitability of the requested placement dates, if conducive to the service, all relevant paperwork from the tertiary institution is received and signed off.

Educator, OVFC Manager or duly authorised person must review and complete all sections of the “*Student and Volunteer Placement and Orientation Checklist*,” moving from sections 1 – 4 throughout the placement.

**Students and Volunteers must:**

- Prior to commencement:
  - Complete all sections of the “Student & Volunteer Orientation and Placement Checklist.”
  - Student must receive and complete all areas within *the* “Student & Volunteer Placement Pack.”
  - Student placement Pack includes:

- Student Personal Details Form
  - Student Policy Checklist
  - *OVFC Code of Conduct and OVFC Child Safe Code of Conduct*
  - *SCCH Conflict of Interest*
  - *Disclosure of a Conflict of Interest*
  - *OVFC Staff – Participation of Volunteers and Students*
  - *OVFC Active Supervision*
  - *OVFC Interactions with children Guiding and Guiding Children’s Behaviour*
  - *OVFC Child Safe Environment and Child Protection*
  - *OVFC Dealing with Complaints*
  - *OVFC Child Safety and Wellbeing*
  - *OVFC Dress Code*
  - Working with Children Check Information
  - Police Check Information
  - Child Safe Standards
  - Child Safe Commitment Statement
  - Reportable Conduct/Child Protection Scheme – Hand Out
  - Online Training – Protecting Children
  - Incident, Injury, Trauma, and Illness
  - Nappy Changing, toileting and bathing.
  - Occupational Health and Safety
  - Safe Sleeping
- Discuss the competency requirements of their practicum placement (if required)
  - Present any records that require signing i.e., Training Institutions Agreement, prior to any placement commencing.
  - Present any attendance sheets that require signing at the end of each day.
  - Adhere to all requirements of the Education and Care Services National Regulations, National Quality Standards and OVFC policies and procedure whilst at the service.
  - Maintain a professional standard when interacting with children, families, Educators, and coordination unit.
  - Actively participate in the program with the children and Educators
  - Students and volunteers are allocated a ‘supervisor’ (Educator/coordinator) and must meet the relevant documentation and competency requirements.
  - Student and Volunteers are advised to inform the coordination unit and Educator of any accident or injury incurred during their placement to ensure all relevant policies and procedures have been followed within 48hours.
  - Dress appropriately for the childcare environment
  - Be responsible for their belongings.
  - Inform the service if they are unable to attend i.e., due to illness.
  - Maintain confidentiality on all matters relating to the role and the service.
  - Familiarise themselves with the Emergency, Evacuation and Bush Fires, medical conditions of the children attending the service.
  - Sign in and out on the “Record of Visitors to Service” register if attending a residence when children are in care.
  - Comply with the requirements of the SCCH – Student Placement Management Procedure and Volunteers Policy
  - Expect a safe and well-managed workplace and meaningful work experience with appropriate direction, supervision, and training.

If the volunteer or student has a medical condition, they must provide the following for each day they are at the service:

- Action Plan (where applicable)
- Relevant medication
- Risk Minimisation and Communication Plan (where applicable). If there is no documented plan, they must have a discussion with the Coordination Unit and Educator about what their triggers/allergens are and the steps to be taken in the event of a reaction, attack or seizure related to their medical condition.
- Emergency contacts as per the OVFC Student Personal Details Form

### **Disciplinary Procedures**

- A student or volunteers' placement can be terminated at the discretion of the Educator in conjunction with the coordination unit where:
  - The placement will interrupt the normal operation of the service.
  - The student or volunteer has breached the Code of Conduct or does not adhere to the services policies or procedures.

### **Educators and staff must:**

- Provide students and volunteers with a tour of the service/residence used for education and care purposes.
- Provide a warm and welcoming environment for volunteers and students.
- Ensure that volunteers and students **are never left alone** with a child or group of children and are always supervised during their placement.
- Ensure the health, safety, and wellbeing of the children at the service is always protected as per the service policies and procedures.
- Ensure students and volunteers have a safe suitable place for their belongings.
- Ensure that the student and volunteer's details are kept at the Coordination unit and Educators service - current Police Check (no less than 6 months) and Working with Children Check (WWCC), if aged over 18 years. Including all relevant forms including – emergency contacts, medical condition details, Student pre commencement Policy/Procedure Checklist, Student Check list
- Emergency contact and medical conditions details
- Provide the students and volunteers with a copy of OVFC Policy and Procedure Manual, along with written acknowledgement that they have read and understood its contents.
- Encourage the students and volunteers to familiarise themselves with the emergency procedures and medical conditions of the children in their care.
- Role model appropriate practice as per service policies and procedures.
- The supervising Educator/coordinator will provide relevant feedback as per the students work placement as required.

During the placement the Educator, student or volunteer will be visited by the Coordination Unit to oversee the placement and to ensure that the objective and competencies of the placement are being met.

### **APPENDIX**

- (SCH Legacy) Student Placement Management Procedure

- SCCH Volunteer Policy and Procedure
- Our Village Family Childcare Student and Volunteer Placement Pack
  - SCCH Conflict of interest Policy and Procedure
  - OVFC Student & Volunteer Disclosure of a Contract of Interest Form
  - OVFC Student & Volunteer Placement & Orientation Checklist
  - Dealing with complaints Policy and Procedure - 18
  - Interactions with Children Policy and Procedure – 19
  - Code of Conduct – 40
  - Child Safe Environment – 7
  - OVFC Student & Volunteer Personal Details Form
  - OVFC Student and Volunteer Pre-Commencement Policy Checklist

**REFERENCES:**

- [Education and Care Services National Regulations, \(current version July 1, 2023\) Regulation – 168, 149](#)

**RELATED POLICIES & PROCEDURES/ WORK INSTRUCTIONS:**

- Child Safe Environment & Child Protection – 7
- Child Safety and Wellbeing - 55
- Visitors to Family Day Care Residences and Venues – 47
- Occupational Health and Safety – 28
- Interactions with Children & Guiding Children’s Behaviour – 19
- Dealing with Medical Conditions – 45
- Anaphylaxis Management – 1
- Governance Management of the FDC Services including confidentiality of records - 8
- Asthma Management – 4
- Dealing with Infectious Diseases – 24
- Active Supervision – 52
- Emergency, Evacuation and Bushfire Management – 46
- Social Media - 42
- Code of Conduct – 40
- Child Safe Code of Conduct
- (SCH Legacy) Student Placement Management Procedure
- SCCH Volunteer Policy and Procedure
- SCCH Code of Conduct Policy and Procedure
- SCCH Code of Conduct – Keeping children Safe
- SCCH Child Safety and Reportable Conduct Policy and Procedure
- SCCH Client Empowerment Policy and Procedure

**VERSION CONTROL AND LEGISLATION:**

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