



STUDENT/VOLUNTEER POLICY

(This is one component of our Child Safe Environment Policies)

AIM

The Management acknowledges the value of the contribution of volunteers to the preschool program and recognises the benefits to the parents/guardians, children, staff and the community.

PROCEDURE

The preschool will:

- Ensure all Students/Volunteers obtain an approved Working with Children Check (WWCC).
- Maintain and verify records of WWCCs and their expiry dates.
- Ensure all personal devices (e.g. mobile phones) will not be accessible to students and volunteers while working directly with the children.
- Ensure non-enrolled children are not attending with a volunteer.
- Ensure all parents/guardians, volunteers, and students working with the children in any capacity within the preschool read and sign the current documents working with children as required by ACECQA.
- Require all volunteers, students and visitors to sign in upon arrival and prior to departure from the preschool each time they attend.
- Endeavour to limit additional adults (i.e. non staff persons) present in the preschool at any time to one per group.
- Require volunteers and students always work with an allocated staff member and never be given the responsibility for supervision of the children.
- Include volunteers in the preschool in a manner that is enriching to the preschool program and maintains the safety and security of the children.
- Provide opportunities for valuable practical work experience for students from secondary schools in the profession of Early Childhood Education.
- Encourage parent/guardian and community involvement such as sharing skills, interests and social events with the children and have special visitors to the preschool. When unable to visit use media to share the skill or experience.
- Require students and Volunteers to complete a confidentiality form to say they will not discuss children outside the staff link of the service. (a snippet shared can be misinterpreted.)

Visitors to the pre-school –

- Must have the appropriate child protection documents prior to attending the service.
- Are to sign in the visitor's book on arrival and departure of the centre.

Attachments:

- Preschool Confidentiality Policy
- Visitor Sign In