

PARTICIPATION OF VOLUNTEERS AND STUDENTS USER GUIDE

AIM

To support and encourage the involvement of students and volunteers at the Centre.

IMPLEMENTATION

Leadership will:

- Ensure all induction documentation is distributed to Volunteers and Students and returned prior to beginning on-site.
- Ensure the role of the volunteer or student is clear and which duties they are responsible for.
- Not require a student placement or volunteer position be undertaken as a prerequisite for paid work.
- Not use volunteers or students to fill a position in the Centre that would normally be a paid position. Volunteers and students may be asked to work in a relief capacity and will be paid under the relevant award level for their time.
- Ensure volunteers and students know their responsibilities in regards to Child Protection, Duty of Care, Public Sector and Site Code of Ethics, OHS&W Policies, Confidentiality, Reimbursement of Out of Pocket expenses and training obligations.
- Inform students and volunteers of the line of communication for their role and who they should go to with any concerns.
- Ensure that the Centre's volunteer liability insurance is up to date and renewed every year.
- Ensure volunteers receive performance reviews once a term in the same way paid staff do.

Team Leaders will:

- Nominate staff members to supervise and mentor volunteers and students, based on their role in the room.
- Ensure all staff are aware of the policy and responsibilities in communicating with volunteers and students

Volunteers will:

- Undertake a DCSI screening for working with children prior to commencing on-site
- Undertake an induction prior to commencing on-site.
- Follow the Staff, Volunteers and Committee Members' Children policy, if applicable.
- Undertake volunteer work understanding that it does not guarantee them a paid position.
- Undergo any relevant training needed by DECD such as the volunteer RAN module.

Students will:

- Organise their placement within the Centre through the appropriate channels and be responsible for ensuring they know the details of their placement (which rooms, length of placement etc.)
- Submit all necessary documentation prior to beginning placement on site (see Student Forms)
- Undertake an induction prior to commencing on-site.
- Ensure any documentation they needed completed for their placement is communicated to their supervising educator.

Implemented: July 2014

Reviewed: May 2017

Next Review: May 2018

DECD Policies: Volunteers Working in Educational Sites and Settings