

PARTICIPATION OF VOLUNTEERS AND STUDENTS USER GUIDE

AIM

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

IMPLEMENTATION

Leadership will:

- Have a recruitment process in place for volunteers including contacting referees and conducting interviews or other screening processes prior to starting on-site
- 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. A role description must be completed for any volunteer position and provided to the volunteer.
- Not require a student placement or volunteer position be undertaken as a prerequisite for paid work.
- Nominate a contact person or mentor for volunteers and students to liaise with while on-site with any questions or for day-to-day guidance.
- 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 regular performance reviews.
- Ensure all volunteers onsite have completed a volunteer application form and signed the volunteer declaration.
- Ensure accurate records of paperwork for volunteers and students is kept onsite including the following information:

For third party volunteers:

- name and contact details
- emergency and medical details
- name of the third-party provider organisation.

For all other volunteers:

- child-related employment screening (working with children check) date, outcome and date of expiry (if screening is required)
- evidence of a referee check
- details of their RRHAN-EC training
- the date their induction or orientation was completed including any evidence, for example the certificate of completion provided as part of the online volunteer induction on PLINK
- roles and any changes to the original role description
- dates and times of volunteering
- names of the children they work with (or in a group, the name of the class or group)
- the name of the staff member that the volunteer reports to
- dates of any other training needed by the education or early childhood service.

- dates and details of any:
 - feedback about their role
 - concerns raised by the volunteer and action taken (including any grievance or complaint resolution documentation)
 - concerns raised by others about the volunteer and action taken
 - injury or any incident that could give rise to an injury
- Reimburse volunteers or students for any resources they purchase during their time at the site for use in their responsibilities.

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:

- Complete a volunteer application form, including signing the volunteer declaration, prior to beginning at the site.
- Undertake a Working with Children screening for working with children prior to commencing on-site and inform Leadership if they become prohibited from working with children.
- Undertake an induction prior to commencing on-site.
- Undertake Responding to Risks of Harm, Abuse and Neglect training for volunteers
- Follow the Staff, Volunteers and Committee Members' Children policy, if applicable.
- Undertake volunteer work understanding that it does not guarantee them a paid position.

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 2023

Next Review: May 2024

DECD Policies: Volunteers Working in Educational Sites and Settings