



## Participation of Volunteers and Students on Practicum Placements Policy

### National Quality Standards

<p><b>Area 2</b> - Children's health and safety</p> <p><b>Standard 2.2</b> - Safety</p> <p><b>Elements:</b></p> <p><i>2.2.1: Supervision</i> At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.</p> <p><i>2.2.3: Child protection</i> Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.</p>
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### Children (Education and Care Services) National Regulations (2011 SI 653):

s 165	Record of visitors
Reg. 166	Children not to be alone with visitors
Reg. 149	Volunteers and students

### Related Policies:

- Interactions with Children
- Child Protection
- Providing a child safe environment

### Policy Statement:

The Adventure OSHC Centre and Management staff are committed to ensuring that all students, visitors and volunteers are welcome into our Service. Students are volunteers and are not in our Service team, however our staff will ensure that the children's safety is not compromised in any way by having volunteers and students at our Service.

### Purpose:

This policy ensures that volunteers and students at our Service are aware of and follow the regulations in place at our service. Students and volunteers that are at the Service and who



are under the guidance of the Adventure OSHC team are required to follow all instructions of our team. The team will ensure that volunteers and students are made to feel welcome in our Service and they will assist students with their assignments where possible. Families will be made aware of volunteer and student participation through notices.

## Scope:

- All persons present at the service, Assessment and Compliance Officers, volunteers, suppliers/sales representatives, work experience students, practicum students, contractors, student supervisors.

## Implementation:

### All Visitors are:

- Only permitted at the Service after the Responsible Person has seen and approved their identification.
- Visitors must sign in upon arrival by signing their full name and time of arrival and sign out upon departure by signing their full name and time of departure, and reason for visit in the attendance register at the sign in area of the Service.
- Visitors are not to be left alone with children.
- Visitors are not to be counted in Educator to child ratios.

### The Approved Provider/Responsible Person will Ensure:

- In the unlikely event of an emergency, all visitors are to be advised of the evacuation assembly area.
- That a record is maintained that includes the full name, address, and date of birth of each student or volunteer who participates in the activities in the Service.
- That a record is kept for each day when a student or volunteer participates in the Service, the date, and the hours of participation.
- Students and volunteers must be made aware of all the appropriate policies.
- Students may only formally observe children after consent is given by the child's Authorised Person.
- A record of attendance of any adults or student volunteers must be kept for twelve years.

### Students and Volunteers Will:

- Wear a name badge while working with children.
- Follow all Adventure OSHC policies and procedures and our Code of Conduct.
- Follow the instructions of the Adventure OSHC team at the Service.
- Only formally observe the children that have been given permission to observe.

# ADVENTURE OSHC



- Talk through any experiences/activities they wish to provide for the children with the Responsible Person prior to implementation.
- Follow the Adventure OSHC dress code.
- Arrive on time for each shift.
- Respect the confidentiality of the children, parents and community at Adventure OSHC.
- Communicate to the Centre Co-Ordinator any absence that must occur from the Service.

## Sources:

- Education and Care Services National Regulations (2011 SI 653)
- National Quality Standards

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<b>Reviewed</b>	17 April 2022 - No changes
<b>Reviewed</b>	2 February 2023 - Minor changes (format, business name change)
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