

## Gum Nut Preschool and Child Care

### **Participation of Volunteers and Students Policy**



#### **Policy statement:**

Gum Nut Preschool & Childcare is committed to providing safe and supportive environments for children. Volunteers and students will be welcomed into our service as valuable contributors, provided their involvement aligns with our values, supports children's wellbeing, and meets relevant legislative and policy requirements.

#### **Policy objective:**

Gum Nut Preschool & Childcare recognises the valuable role that volunteers and students can play in supporting our programs and contributing to a rich and diverse learning environment. This policy outlines the procedures and responsibilities associated with the participation of volunteers and students, ensuring compliance with regulatory requirements and maintaining the safety, wellbeing, and dignity of all children.

#### **Scope**

This policy applies to:

- All volunteers and students undertaking placement at Gum Nut Preschool & Childcare.
- Staff supervising volunteers and students.
- Families and children attending the service.

#### **Legislation Requirements**

National Quality Standard		
QA 7	Governance	Governance supports the operation of a quality service.

National Regulations	
Regulation 120	Educators who are under 18 to be supervised
Regulation 145	Staff Records
Regulation 149	Volunteers and Students
Regulation 168	Policies and Procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available

## **Procedure**

### **Recruitment and Induction**

- All volunteers and students must:
  - Complete an application/interview process.
  - Provide a valid Working With Children Check (WWCC) or equivalent clearance.
  - Be approved by the Nominated Supervisor prior to commencing.
  - All student/volunteers' personal details and study requirements must be provided to the centre before or on commencement.
  - Participate in an orientation session, covering and agreeing to follow:
    - Code of Conduct
    - Child protection and mandatory reporting
    - Confidentiality
    - Health and safety procedures
    - Emergency and evacuation procedures
    - Behaviour guidance strategies
    - Cultural inclusion and diversity
    - Digital safety protocols under the National Model Code (e.g. using only service-issued devices, prohibiting personal devices except in emergencies)
  - The centre has a Student Coordinator for all students / volunteers to refer to.

### **Supervision**

- Volunteers and students:
  - Must not be left alone with children at any time.
  - Must be supervised by a qualified educator.
  - Will be given clear instructions regarding their duties.
  - Will not be counted in educator-to-child ratios.

### **Digital Safety & Privacy**

- Align with the National Model Code:
  - Only use service-issued devices for capturing child images/videos.
  - Prohibit personal devices unless written authorisation exists and is essential (e.g. emergencies)

### **Responsibilities of Volunteers and Students**

- Treat all children, families, staff, and visitors with respect and professionalism.
- Follow the guidance of educators and the Responsible Person.
- Adhere to all service policies and procedures.
- Maintain confidentiality at all times.
- Promptly report any concerns or incidents to a staff member.
- Students / volunteers are required to sign in & out on visitor's log.
- Must abide by centre's confidentiality requirements and follow centre policies, procedures, code of ethics and code of conduct.
- Students are responsible for completing required study tasks.
- Dress must be in line with centre policy, dress code.
- Volunteers on excursion are required to follow directions from the team leaders responsible for the excursion's and incursions.

### **Responsibilities of Staff**

- Ensure all volunteers and students are appropriately supervised and supported.
- Provide constructive feedback and act as role models for professional conduct.
- Notify the Nominated Supervisor of any issues related to volunteer/student participation.
- All Early Childhood Teachers (ECTs) and educators are responsible for supervising and supporting students and volunteers to ensure they are engaging appropriately within the service.

### **Child Safe Standards**

Under the Child Safe Standards volunteers must have an appropriate induction and training in child safety and wellbeing. To support us to maintain a child safe environment, before engaging in any work where children are present or reasonably likely to be present, volunteers must familiarise themselves with the policies, procedures and code of conduct referred to in our Child Safety Statement and Policy.

### **Confidentiality and Privacy**

All volunteers and students are expected to:

- Not discuss children or families outside the service.
- Follow all privacy legislation and service policies.

### **Insurance and Liability**

- Students must be covered by their educational institution's insurance.
- Volunteers are covered under the service's public liability insurance once approved.

### **Termination of Participation**

Participation may be revoked if:

- If a student or volunteer is found to be acting outside of expected standards or responsibilities, the Centre Director will initiate a discussion with the individual and, where applicable, their educational institution to review and potentially terminate the placement or volunteer agreement.
- Legislative or policy breaches occur.
- Behaviour jeopardises the safety or wellbeing of children.

### **Related Documents**

- Code of Conduct
- Child Protection Policy
- Privacy and Confidentiality Policy
- Work Health and Safety Policy
- Staff Handbook
- eSafety Policy
- Child Safe Environments & Wellbeing Policy

Action		Date
Created		March 2014
Approved		March 2014
Review and amendments		2018
Review and amendments		2021
Review and amendments		June 2022
Review and amendments	<ul style="list-style-type: none"> <li>- Personal devices updated</li> <li>- Privacy and confidentiality</li> </ul>	27.08.2025