

## **Volunteers and Students**

**NQS 6.2.3** The service builds relationships and engages with its community.

**NQS 7.1.1** A statement of philosophy guides all aspects of the service's operations

**NQS 7.1.3** Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service.

### **Introduction**

Visitors to the Glenaeon Rudolf Steiner Preschool are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children. Students attend practicum placements, volunteers may choose to spend time in the service along with educators and staff from other services.

The presence of visitors at the Glenaeon Rudolf Steiner Preschool must be carefully monitored and documented.

Glenaeon Rudolf Steiner Preschool encourages student and volunteer participation as we are committed to assisting students to gain valuable experience in early childhood settings. Sydney Rudolf Steiner College regularly sends Early Childhood students. Local high schools ask for work experience places and Duke of Edinburgh volunteers are accepted. Volunteers and students interested in developing an understanding of the Steiner philosophy and how it is implemented in an early childhood setting often approach the Service to volunteer. Prospective staff are often invited to spend a day attending the centre and observing.

### **Aims**

- To assess the appropriateness of placements/visitors by the Director/Supervisor.
- To ensure staff are advised of volunteer and student arrangements.
- To maintain records relating to visitors and students to our service.
- To ensure educators and staff abide by regulatory protocol when visitors are in the service.

### **Procedure**

#### **The Director as well as the Nominated or Certified Supervisor will:**

- Assess requests for a student or volunteer placement using the criteria of the Centre Philosophy with regard to the personal presence, appropriateness of practicum tasks and interest in the educational methodology.
- Ensure that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures.
- Appoint an educator to be the 'Student Supervisor/mentor,' for the duration of a placement.

- Conduct an orientation for the student or volunteer, informing families, children and Educators when work experience students and volunteers are present at the Service, including their role at the Service.
- Assist the student or volunteer to complete the Student / Volunteer Record. Ensure students and volunteers provide current WWCC and insurances (where relevant). Ensure Work Placement Students or Volunteers are never left on their own with children.
- Ensure students do not discuss concerns, issues or complaints with parents, guardians and/or visitors.
- Maintain a Visitors Book and request sign in of all visitors to the service including prospective families who visit during centre opening hours;
- Maintain a staff sign in which also covers volunteers and students attending.
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre.
- Keep a record of all volunteers and students who spend time in the service. The record will include: *full name; address; date of birth; date and hours of each volunteer or student who participates in the program;*
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

#### **Educators and staff will:**

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately to the sign in book and make the Director, Nominated or Certified Supervisor aware of a visitor presence in the Service;
- Welcome family and friends to visit and participate at any time.
- Support all students and volunteers undertaking work experience during their placement.
- Have the time and proficiencies to support each student and volunteer in their placement.
- Comply with the requirement that volunteers/students and parents/ guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Complying with the requirement that volunteers/students and parents/ guardians are not left with sole supervision of individual children or groups of children.

#### **Families will:**

- Be aware of who they are providing access to the service for, when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.
- Comply with the requirements of the Regulations, policies and procedures while attending the service.

#### **Students and Volunteers will:**

- Learn about the children through interaction and practical experience.

- Learn about the importance of working as part of a team in the Early Childhood Profession.
- Inform the Student Supervisor in writing of what will be expected of them by their training body, University or School, or any other training organisation, and provide time sheets and evaluation forms.
- Discuss with the Student Supervisor any problems they may be experiencing.
- Adhere to all regulations, policies and procedures and follow directions of staff to ensure the health, safety and wellbeing of children is protected.
- Never be left alone with a child.
- Provide the service with a current WWC check number

### **Termination of Practicum:**

Termination of student's placement will occur if the student:

- Harms or is at risk of harming a child in their care
- Is under the influence of drugs or alcohol
- Fails to notify the Service if they will not be attending the Service
- Is observed using repeated inappropriate behaviour at the Service
- Does not comply with all Regulations, policies and procedures addressed in the student package

### **Statutory Legislation & Considerations**

- Education and Care Services National Regulations
- National Quality Standard
- Work Health and Safety Act 2011

### **Sources**

- Department of Education and Training - [www.education.gov.au](http://www.education.gov.au)
- Early Childhood Australia - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- CELA – [www.cela.org.au](http://www.cela.org.au)

### **Evaluation**

All educators and staff at the Glenaeon Rudolf Steiner Preschool will maintain a safe and secure environment for other staff, the children, families and visitors to the service.

### **Review**

Date Reviewed	Modifications	Next Policy Review Due
July 2013 Oct 2014 Jan 2016		
Jan 2018	<ul style="list-style-type: none"> <li>• Updated references to comply with the revised National Quality Standard.</li> <li>• Include additional requirements for the Director, Nominated or Certified Supervisors in relation to students and volunteers.</li> </ul>	Jan 2019

	<ul style="list-style-type: none"> <li>• Add information on requirements of students and volunteers</li> <li>• Add information regarding the termination of a student or volunteer placement.</li> </ul>	
March 2019	<ul style="list-style-type: none"> <li>• Include references to compliance with the Regulations (not just service policy &amp; procedures).</li> <li>• Include that volunteers and students must supply a current WWCC.</li> </ul>	March 2020