

POLICY/PROCEDURE NAME & REVIEW PROCESS	PARTICIPATION of STUDENTS and VOLUNTEERS POLICY This policy and procedure has been created to provide all stakeholders with clear guidelines and transparency to our practices and procedures. We welcome feedback and input from all stakeholders at any time and this policy is subject to review based on feedback or due date of annual review.
NATIONAL QUALITY STANDARD	QUALITY AREA 4- STAFFING ARRANGEMENTS 4.1.1 Organisation of educators 4.1.2 Continuity of staff 4.2 PROFESSIONALISM MANAGEMENT 4.2.1 Professional collaboration 4.2.2 Professional standards
NATIONAL LAW AND REGULATIONS	120 – Educators who are under 18 to be supervised 145- Staff record 149- Volunteers and students 168-Education and care service must have policies and procedure 170-Policies and procedures to be followed 171-Policies and procedures to be kept available 172- Notification of change to policies or procedures
RELATED POLICIES and RECORDS	<ul style="list-style-type: none"> Child protection policy Code of conduct policy Code of conduct declaration record Staff schedule record Student volunteer visitor attendance record Student volunteer induction record Student volunteer employment record Student study record
SCOPE OF POLICY	This policy applies to all children, educators, families, management, students, volunteers, and visitors at our service.
AIM OF POLICY	To ensure that our service has strong guidelines, procedures, and practices in place regarding volunteers and students who attend the service to ensure the safety, wellbeing, and protection of the children. Our aim is to provide a clear policy, implement the policy, support practices relating to the policy, train staff regarding the policy and maintain and update the compliance of the policy for all our stakeholders.
SERVICE IMPLEMENTATION	<p>The role that volunteers and students play in education and care services is important. It will vary over time but it's important to remember that it usually is a learning experience and staff, and management should support volunteers and students to achieve their goals. The nominated supervisor is responsible for ensuring that volunteers and students are suitable to work with children, and that children's health, safety and wellbeing is protected at all times. Volunteers should only be engaged to complement, not replace, the work of paid staff. It is important that the service is supportive of students and volunteers.</p> <p>Guidelines for students and volunteers are important and must be followed, students and volunteers must seek assistance from nominated supervisor if unsure or report back to the training college.</p> <p>Implementation</p> <ul style="list-style-type: none"> Ensure that volunteers and/or students will present with a working with children check WWCC as per state requirement, prior to commencement of any child related work at the service. Ensure if WWCC is not current, one will be applied for and paid for prior to commencement at the service. Documentation will need to be provided to prove compliance. Ensure prior to commencement at the service students will ensure that they are organised with the relevant training authority and a work placement agreement will be signed by the student, the service, and the training college. The student must ensure that they follow the expectations of their relevant training authority while on placement at the service, however our nominated supervisor has the authority to terminate any student placement if they feel the placement is not in the best interest of the service.

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Service Support Within Reach	Warning -uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice				

- Nominated supervisor will complete a **student volunteer induction record** prior to student volunteer being placed in room/s.
- No trainee or volunteer under the age of 18 will be left unsupervised.
- No student or volunteer will be included in ratio or left alone unsupervised in the service.
- Each student and volunteer will complete a **student volunteer employment record** which will contain information regarding volunteers/ students attending the service with details of name, address, date of birth, days and hours of participation and details of the WWCC and a declaration of confidentiality.
- All student and volunteers will be given an orientation of the service including access to all the service policies and procedures, in particular a review of our **child protection policy**.
- Each student/volunteer will be issued a **code of conduct policy and a code of conduct declaration record** which must be returned to the nominated supervisor once it has been signed and understood prior to attending the service.
- Ensure that volunteers and/or students are made aware of court orders, medical issues, and allergies of children in the service.
- Students and volunteers are not to be included in the regular roster, however, if a volunteer or student on practicum placement holds or is actively working towards at least an approved certificate III level qualification, then they may be included in educator to child ratios.
- The approved provider and nominated supervisor will ensure that all children are adequately supervised at all times and that they are protected from harm or hazard. (National Law 167)
- Students and volunteers will be made aware of emergency procedures, evacuation procedures, exit locations and where the fire extinguishers are located at the service.
- Management will support each student and volunteer by providing them with an educator to support and assist them whilst at the service.
- Management will ensure that students and/or volunteers are introduced to team members and are welcomed and supported by all.

Students and volunteers MUST NOT:

- Administer medication to any children.
- Take photos of children and or add to social media.
- Communicate with families regarding child's progress or information about the child however must ensure that any information that they feel is important regarding the child must be passed onto the lead educator.
- Volunteers must not be asked to perform tasks that they are untrained, unqualified, or too inexperienced to undertake.
- Put the children or themselves in a vulnerable or potentially unsafe situation.
- Use a mobile phone whilst in rooms.
- Partake of nappy change or children's toileting unless supervised.

Students and volunteers will be at risk of continued employment at the service if any of the following issues arise, but is not limited to:

- Breach of services policy and procedures.
- Continually arrives late at service.
- Continually fails to arrive at service and doesn't inform nominated supervisor of non-arrival.
- Doesn't follow directives from management and repeats behaviours that have been addressed.
- Is disrespectful to families, children, or team members.
- Harms a child.
- Uses offensive language.
- Arrives at the service under the influence of alcohol or drugs.
- Doesn't complete their assigned modules as per requirement of college.
- Breaches any of our **code of conduct policy, child protection policy**.

Requirements for students and volunteers

- Students and volunteers must provide a photo and an about me write up for our staff notice board prior to commencement at the service.
- Must notify the nominated supervisor of any medical conditions that may affect their ability to perform their role at the service.
- Will follow the directions of staff at the service at all times to ensure that the health, safety, and wellbeing of children is protected.

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- Respectfully interact with our children, families, and staff.
- Must not share personal child, family, and/or staff information with others outside the service.
- Must be punctual and complete **student volunteer visitor attendance record** at each attendance at the service.
- If absent, contact the nominated supervisor as soon as practical.
- Share ideas and contribute to the service by showing and demonstrating initiative.
- Immediately report or escalate concerns or grievances to the nominated supervisor.
- Adhere to our dress code policy and present in a professional manner at all times, all students and volunteers are to wear a name badge, closed in shoes, and appropriate clothing whilst at the service.
- All students and volunteers must seek written permission to take observations of children from the child's parent/ guardian prior to taking observations.
- Make sure that planned activities are discussed beforehand with the educators and nominated supervisor to ensure their suitability.
- Be flexible and accommodating when asked to perform certain domestic tasks as required e.g., helping the children to tidy their room, packing away resources, assisting with artwork, assisting with mealtimes putting out beds, etc.
- Assist with setting up and cleaning outside and inside equipment when required.
- Ensure that you keep up to date with all written assignments and meet all training college deadlines.

Visitors

It is important that we are seen to be supportive of visitors at our service, for the purpose of this policy visitors also include our incursion programs.

- Nominated supervisor and staff will ensure that visitors sign in and out on the **student volunteer visitor attendance record** at each attendance at the service.
- Nominated supervisor will seek identification and WWCC as per state requirements and copy the original and place in our file.
- Will ensure that visitors are not left alone with the children attending the service.
- All visitors will be given an orientation of the service including access to all our policies and procedures and evacuation requirements. We will ascertain an understanding from them of the requirement for confidentiality of all information relating to children, families, and staff within our service.
- Management and staff will expect professionalism at all times and will not tolerate offensive language, any form of abuse or harm to the staff or children.

Each member of the team plays an important role in the implementation of each policies guidelines, and they are outlined as below but not limited to the following:

The Approved Provider

- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met.
- Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to perform their role, follow policy, procedure, and document according to regulatory and service requirements.
- Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Ensure the policy is kept up to date with current legislation, research, and best practice.

The Nominated Supervisor

- Will ensure that they complete a **student volunteer induction record** with all students and volunteers prior to commencement in the service.

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- Will ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline at all.
- Will ensure that, where required, the Working with Children Check WWCC has been sighted and verified according to state requirements prior to the volunteer's commencement at the service.
- Will ensure the **staff schedule record** contains information for all volunteers and /or students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children Check WWCC.
- Will ensure that volunteers and or students are adequately supervised at all times, and that the health, safety, and wellbeing of children at the service is protected.
- Will ensure that volunteers and students are guided to implement adequate health and hygiene practices and safe practices for handling, preparing, and storing food.
- Will ensure that volunteers and students are not affected by alcohol or drugs.
- Will inform volunteers and students about the service's policies and procedures regarding medical conditions and advise them of the process if a child is injured, becomes ill, or suffers a trauma.
- Will ensure that volunteers and students will comply with the National Regulations and all service policies and procedures, including the **code of conduct policy**, while attending the service.
- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Will ensure they take reasonable steps to ensure that the educators, staff, and volunteers follow the policy and procedures.
- Will ensure they provide the educators, staff and volunteers the documentation to perform their role, follow policy and procedure and ensure they are checking the documentation according to regulatory and service requirements.
- Will ensure that a rigorous recruitment process is completed, and a thorough induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure.
- Will ensure that the staff are supported with ongoing professional development and training they require to comply with this policy.
- Will encourage feedback from stakeholders and staff regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will ensure the policy is kept up to date with current legislation, research, and best practice
- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy.

Educators

- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations.
- Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure.
- Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service.
- Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service.
- Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns.
- Will provide feedback regarding policy review when required.

Families

- Will advise nominated supervisor of any issues regarding students or volunteers.
- Will ensure if parent/ guardians volunteer at the service for excursion or activities they will adhere to all instructions from lead educators and become familiar with risk assessment prior to excursion or event.

REGULATION IMPLEMENTATION

The following procedures outline and support all stakeholders to understand and implement the regulatory guidelines of this policy.

In regard to regulation 145 – Staff record and

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regulation 149 – Volunteers and students	<ul style="list-style-type: none"> Ensure that they meet the requirement under the Education and Care Services National Regulations to implement and keep a record to document the details of all students and volunteers. Supply the service with a student employment record which must include the full name, address, and date of birth of each student or volunteer who participates at the service. Supply the service with a student volunteer attendance record to record attendance for each day on which the student or volunteer participates at the service, including the date and the hours of participation. Ensure that students and volunteers undertake an induction to the service and complete a student volunteer induction record with the nominated supervisor which should also be stored with the student employment record. Ensure all students complete a student study record whilst they are attending the service to monitor progress. Ensure the nominated supervisor ensures they check student employment records on a regular basis to ensure details of students and volunteers are maintained and updated to meet all legislative requirements.
In regard to regulation 168- Education and care service must have policies and procedures.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that obligations under the Education and Care Services National Law and National Regulations are met. Ensure they take reasonable steps to ensure that the policy and procedures are current, reviewed regularly and communicated to educators, staff, and stakeholders. Take reasonable steps to inform and support educators and staff regarding their responsibilities in implementing the policy and procedures at all times. Take reasonable steps to ensure that nominated supervisor, educators, staff, and volunteers follow the policy and procedures. Ensure copies of the policy and procedures are readily accessible to nominated supervisor, educators, staff, stakeholders, and volunteers and are available for inspection. Notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> Affect the fees charged or the way they are collected or Significantly impact the service’s education and care of children or Significantly impact the family’s ability to utilise the service. Ensure policies and procedures regarding regulatory requirements are in place at the service. Ensure that a suitable Nominated supervisor is in place and will monitor practices and procedures relating to all policies in the service. Ensure policies and procedures are reviewed at least annually and changes are made if required prior to this review. Ensure all stakeholders are involved in the review. Ensure the service is conducive to a child safe environment and guidelines set out in the policy and procedure are clearly outlined.
In regard to regulation 170- Policies and procedures to be followed.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that all staff and volunteers are made aware of Regulatory policies and procedures by ensuring that this forms a part of the induction process. Ensure probationary reviews will be conducted once new staff are appointed at the 3- month and 6-month mark to ensure that they are following policy and procedure and to review and revise regulatory policies. Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure and further training and revision of procedural practices in relation to policy and procedure. Ensure annual review and revision of policies and procedures will be conducted, and all educators will be given the opportunity for input.
In regard to Regulation 171- Policies and procedures to be kept available.	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure that policies and procedures are available to all staff and the location and availability will form a part of the induction process. Ensure policies will be available on request for all staff members to have access when required.

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	<ul style="list-style-type: none"> Ensure policies will be available when required for staff members to download copies and/or print out if required in order to complete assignments or to form part of their research and/ or update their knowledge. Ensure policies will be available for all stakeholders when requested and when updating.
In regard to Regulation 172- Notification of change to policies or procedures	<p>Approved Provider will</p> <ul style="list-style-type: none"> Ensure staff meetings will be conducted on a regular basis to allow for review of policy and procedure, provide further training and allow for input if required in relation to policy and procedure. Ensure stakeholders will be invited to provide feedback for policies and procedures at any time, not just on annual review but will also be invited to add feedback at review time or after an event that may require change to policy or procedure. Ensure policies and procedures will be emailed or put on display in the foyer for stakeholders to have the ability to provide feedback. Ensure feedback will be considered from stakeholders and educators and may result in a change in policy. Ensure policy and procedure may be changed at any time if there has been an incident in the service that has required a change to be implemented for the safety and health of children and or educators. Ensure in the event of a change to a policy after feedback or a situation that occurs, we will provide 14 days' notice to all stakeholders before the change takes effect.
CONTINUOUS IMPROVEMENT	<p>We are dedicated to the ongoing improvement of our practices and procedures through the following actions:</p> <ul style="list-style-type: none"> Conducting regular reviews and updates of this policy with all stakeholders. Actively seeking feedback from children, families, and staff members. Providing targeted skill development and training for staff when areas for improvement are identified or when gaps in policy and procedure implementation are observed.
KEY TERMS	<ul style="list-style-type: none"> ACECQA – Australian Children’s Education and Care Quality Authority. The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children. Student- A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement. Working with Children Check WWCC: - The check is a legal requirement for those undertaking paid or voluntary child-related work and is a measure to help protect children from harm arising as a result of physical or sexual abuse. A person is assessed prior to commencing work with children. A WWCC is granted to a person once they have been: - they have been assessed as suitable to work with children/there has been no information that, if the person worked with children, they would pose a risk to those children/ they are not prohibited from attempting to obtain, undertake or remain in child-related employment.
WE GRATEFULLY ACKNOWLEDGE THE FOLLOWING SOURCES	<ul style="list-style-type: none"> Australian Children’s Education & Care Quality Authority. ACECQA Code of Ethics- Early Childhood Australia – Early Childhood Australia Code of Ethics earlychildhoodaustralia.org.au/our-publications/eca/code-ethics Education and Care Services National Regulations. Education and Care Services National Law Act 2010 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. Guide to the National Quality Framework. National Quality Standard. United Convention on the Rights of the Child

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