



Dubbo West Public School Preschool

Procedure: Volunteers and Students

Education and Care Services National Law or Regulation:

149

168(2)(i)

Links to National Quality Standard:

4.2

Associated Department Policy, Procedure or Guidelines:

Working with Children Check policy

Date to be reviewed:

July 2020

Introduction:

This policy will provide guidelines for the engagement and participation of volunteers, students and school students at Dubbo West Public School Preschool, while ensuring that the children's health, safety and wellbeing is protected at all times.

Aims:

At Dubbo West Public School Preschool we feel it is important to:

- support connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- build relationships with community members and provide suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- ensure the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

Procedures:

Education students:

- must be in possession of a Working with Children Check (WWCC) and be over 18 years of age. They must also provide 100 points of proof of identity. This must be shown to the nominated supervisor prior to participation at the service, for the purpose of completing a practicum or volunteering.
- will only be used in addition to normal staffing and are not to replace staff who are absent, so they don't count in the staffing ratio
- will not be asked undertake task that they are untrained or unqualified to do

- must sign in and out each day so that we have a record of when they have been at the preschool
- name, address and date of birth must be recorded and kept on file
- will read the casual folder so that they are aware of procedures such as children with medical conditions, evacuation and lock down procedures.
- will be provided with all the information and support they need to complete their assessments and will give feedback to assist the student to improve their practice.

Community members:

- must be in possession of a Working with Children Check (WWCC) and be over 18 years of age. They must also provide 100 points of proof of identity. This must be shown to the nominated supervisor prior to participation at the service.
- will only be used in addition to normal staffing and are not to replace staff who are absent, so they don't count in the staffing ratio
- will not be asked undertake task that they are untrained or unqualified to do
- must sign in and out each day so that we have a record of when they have been at the preschool
- name, address and date of birth must be recorded and kept on file

Parents and close relatives:

- must provide 100 points of proof of identity and complete a declaration for volunteers and non-child related contractors form.
- can not be used in addition to normal staffing and are not to replace staff who are absent, so they don't count in the staffing ratio
- Must not be left alone with children in a supervisory role. They must be under the direct supervision of Preschool Educators at all times
- name, address and date of birth must be recorded and kept on file

School students visiting the Preschool:

- Must be under the direct supervision of their school teacher or a school SLSO, in order to maintain Preschool's strict ratios of 1:10.
- Must follow the rules of the Preschool at all times
- Must not be left unsupervised with Preschool children at any times
- Be at the Preschool to support the Preschool children's learning and their own learning, for example, assisting with cooking, buddy reading or gardening.
- Must complete an attendance record, documenting their time spent at Preschool.

The school administration office collects the signed declarations that volunteers have no offences that prevent them from working with children and their 100-points of proof of identity.