**Students and Volunteers – NQS7**

**Policy Statement**

Volunteers and students are always complimentary or in addition to the educator to child ratios defined in regulation 123 of the *Education and Care Services National Regulations 2012*. A responsible educator will supervise volunteers and students on placement at all times. Students and Volunteers are not left with children at any time throughout the day and this includes bathrooms.

Liwara Catholic Outside School Hours Care (the Service) is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the Service will abide by the strategies and practices outlined in this policy.

The Service values volunteer participation as a connection to our local community and exposure to a range of people and experiences.

**Rationale**

The Mandate for the Catholic Education Commission of Western Australia 2009 – 2015, asserts that “Catholic schools can serve as models for all within Western Australia who seek to create genuine communities”.

The Service supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. The Service aims to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to the program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the Service daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

**Procedures**

* All students and volunteers will be required to undertake a working with children check.
* Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
* All students are required to sign in and out of the visitor’s registrar each day they are in attendance at the Service.
* All students and volunteers must be supervised by an educator at all times.
* All students and volunteers are required to inform the nominated supervisor of any concerns or issue they experience on the day whilst at the Service.

**Monitoring, Evaluation and Review**

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the Service will review this Policy every 18 months.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with Regulation172 of the Education and Care Services National Regulations, the Service will ensure that families of children enrolled at the Service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the Service; a family’s ability to utilise the Service; the fees charged or the way in which fees are collected.

**References**

Australian Children’s Education & Care Quality Authority [ACECQA]. (2017). *The Guide to the Education and Care Services Law and the Education and Care Services National Regulations 2011.*

ACECQA. (2018). *National Quality Standard*. Retrieved from https://www.acecqa.gov.au/nqf/national-quality-standard

Australian Government Federal Register of Legislation. (2017). *Work Health and Safety Act 2011*. Retrieved from https://www.legislation.gov.au/Details/C2017C00305

Community Early Learning Australia [CELA]. (n.d.). Retrieved from https://www.cela.org.au/

Early Childhood Australia [ECA]. (2019). *Code of Ethics*. Retrieved from http://www.earlychildhoodaustralia.org.au/our-publications/eca-code-ethics/

Government of Western Australia Department of Justice Parliamentary Counsel’s Office. (2012). *Education and Care Services National Law.*

Ministerial Council for Education, Early Childhood Development and Youth Affairs. (2011). *Education and Care Services National Regulations*.

Safe Work Australia. (2016). *Guide for Preventing and Responding to Workplace Bullying*. Retrieved from https://www.safeworkaustralia.gov.au/system/files/documents/1702/guide-preventing-responding-workplace-bullying.pdf

**Document History**

|  |  |  |
| --- | --- | --- |
| Document Title: Students and Volunteers | | |
| Content Owner | Catholic Education Western Australia | Document Author |
| Date Published  January 2015 | DOCUMENT VERSION V1.0 | Early Years Learning and Care Team |
| Reviewed  January 2015 | Reviewed and edited content to align with requirements under the national regulations | Early Years Learning and Care Team |
| Reviewed  September 2017 | Reviewed and edited content to align with requirements under the national regulations | Early Years Learning and Care Team |
| Reviewed October 2018 | Reviewed and edited content to align with requirements under the new national regulations | Early Years Learning and Care Team |
| Revision Due Date  October 2019 |  |  |

Warning – uncontrolled when printed. This document is current at the time of printing and may be subject to change without notice.