

# Barker Kindergarten

## *Participation and Induction of Volunteers and Students*



### **National Quality Standard 2.3.1, 2.3.4**

Reviewed, updated and endorsed by staff and Governing Council November 2015

Next Review Due: November 2016

#### **Aim:**

The service acknowledges contributions made by volunteers and students and greatly appreciates the role they play in complementing the work of paid employees. Our service seeks to provide meaningful work, appropriate direction, supervision and training for all volunteers and students on practicum placements and work experience while ensuring that the children under their care are safe and respected at all times.

#### **Principles:**

- The rights of children to learn in a safe, respectful and well organised environment are paramount and take priority over other interests.
- Persons must be suitable to volunteer with children or be in close proximity with them.
- Suspected or known risks to children and young people must be responded to immediately.
- Volunteering and pre service practicums are an encouraged, supported and valued highly part of the South Australian Government education and care system.

#### **Objectives:**

- Affirm volunteering and pre service practicums as important and valued parts of the South Australian Government education and care system.
- Minimise and guard against potential risks to children.
- Ensure volunteer and student management practices meet legislative and South Australian Government policy requirements.
- Ensure that volunteers and students are not asked to perform tasks they are untrained, unqualified or too inexperienced to undertake.
- Require that all volunteers and students, including Governing Council Members obtain a Criminal History Screening clearance (DCSI).
- Ensure that volunteers and students have access to processes that orientate and induct them to the site environment. I.e. Induction Folder
- Ensure that all volunteers and students are familiar with the DECD Child Protection policies.
- Ensure all volunteers and students are aware of the site's Wellbeing policy, requirements regarding supervision and confidentiality (both at the site and within the community) and expectations regarding personal conduct and interaction with children.
- All volunteers and students must be made aware of DECD and site WHS Policies and Procedures, including health, hygiene and safe food practices, incident, injury, trauma and illness and medical conditions.
- During the course of their volunteering / practicum, some volunteers / students may be given access to private and confidential information. Volunteers and students must be aware of their responsibilities in relation to confidentiality, privacy and cultural sensitivity.
- Volunteers and students must be made aware of the types of out of pocket expenses that will be reimbursed and the procedure for requesting reimbursement.
- Volunteers and students must be made aware of their responsibilities in relation to using Government equipment and services.
- Volunteers and students are able to raise concerns about issues in the work place.
- Volunteers and students must be made aware that compliance with all relevant guidelines like Worker Health and Safety requirements is expected.

## **Sources**

### **DECD 2012 Volunteers working in educational sites and settings policy.**

This policy will be shared with all new staff and families and is available on the website and in the Preschool Policies Folder. Children will be involved in discussions about appropriate behaviour.

This policy has been developed in consultation with the Governing Council, Staff and Families at this centre.

This policy will be reviewed and evaluated regularly and modified as required to ensure continued relevance to the Barker Kindergarten Community.