



# Nature Alliance Family Day Care Service

Participation of Volunteer & Students



## **POLICY IN THIS SECTION AS REQUIRED BY**

Education and Care Services National Regulations, 2012 – 149, 165

(R.149 refers to centre-based services but a family day care service can align R.149. if utilising volunteers and or students).

## **PURPOSE**

To provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from Family Day Care Service staff and Family Day Care Educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience.

## **POLICY**

To provide a clear process to allow for volunteers and students to participate in the Family Day Care Service. A registration process will be followed prior to the student or volunteer commencing. This process will ensure that parents rights are respected and the safety and wellbeing of all involved is considered and procedures implemented.

All parties will take reasonable steps to protect children from harm should any incidents, injuries, trauma or illness events occur to ensure the safety and wellbeing of all children. Nature Alliance FDC Service endeavours to embed the National Principles for Child Safe Organisations in all practices and promotes a culture of safety and wellbeing to minimise the risk of harm to children.

## **PROCEDURES**

### **The Family Day Care Service or Educator Can Offer Practicum Placements To**

- 1) High school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the Educator to arrange suitable times and provided authorisation for the student to participate.
- 2) Students attending other registered training organisations and studying in a relevant field, where the training organisation has initiated the placement. The student in conjunction with the training organisation will work with the Educator in relation to times, insurance, and expectations.
- 3) A Nature Alliance Student and Volunteer Registration must be completed, and relevant documents attached, as stated on the document. These must be forwarded to the service at least three working days prior to the intended commencement date. If the documentation is not complete, this may delay the commencement date to the practicum placement.
- 4) Volunteers and students who have a WWCC and a current National Police Clearance (if over 18 years of age)

### **The Family Day Care Service Will**

- 1) Provide students and volunteers with a registration package which includes guidelines identifying their responsibilities, expectations, and the Nature Alliance FDC Code of Conduct.

- 2) Check that all students and volunteers over the age of 18 years have completed a Working with Children Check and National Police Clearance (less than 6 months old) prior to commencing at the Family Day Care Service. The Working with Children Check will be checked and registered as per Nature Alliance work practices.
- 3) Advise the Educator to implement the registration process that includes the orientation checklist which is signed by the Educator, student or volunteer and forwarded to the service once completed.
- 4) Advise the Educator to notify parents of the applicant's intention to be on the premises and gain parents written acknowledgement from those whose children will be in care on the specified days. A copy of this completed document is to be forwarded to the service prior to the student/volunteer commencing.
- 5) Require students and volunteers to abide by *Education and Care Services National Regulations 2012* while on placement.
- 6) Provide students and volunteers with access to Family Day Care Service policies and procedures.
- 7) Expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development.
- 8) Maintain a register of all students and volunteers attending a Family Day Care Service.
- 9) Ensure all Family Day Care Educators maintain a record of any students or volunteers attending a Family Day Care residence/approved venue.
- 10) The Family Day Care Service will advise parents via email of the dates and times that the student /volunteer will be on the premises.

### **The Educator Will**

1. Maintain a record of all students and regular volunteers attending the Family Day Care Service. A copy of this document will be forwarded to the service at the end of the placement or as requested by the service and the original maintained by the Educator with the Visitor Register.
2. For ongoing volunteer placements, ensure that all required documentation for the student remains current, with any updates promptly sent to the office.
3. Educator contact Family Day Care Australia Insurance to advise they have a student/volunteer and clarify what the insurance requirements are. This information should be requested in writing (email) and a copy forwarded to the Nature Alliance Family Day Care Service office.
4. The Visitors Register may be used for approved volunteers who only attend the service on an irregular basis.
5. Notify the service immediately of any changes to the student's circumstances.

### **SUPPORTING DOCUMENTS:**

Policy 1.6 Child Protection.

(NA-SVFRM- 0003) Student and Volunteer Registration Form

(NA -SVFRM- 0005) Student and Volunteer Orientation Checklist

(NA- SVFRM-39) Parent Acknowledgement of Student Placement

(NA-SVFRM- 004) Student Volunteer Attendance Record

Student /Volunteer Register

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