



## Purpose

This policy will provide guidelines for the engagement and participation of volunteers and students at East Preston Islamic College Early Learning Centre (EPIC ELC), while ensuring that children's health, safety and wellbeing is protected at all times.

## Policy Statement

### Values

EPIC ELC is committed to:

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

### Scope

This policy applies to the Approved Provider, Persons with Management or Control, Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students (refer to Definitions), volunteers (refer to Definitions), parents/guardians, children and others attending the programs and activities of EPIC ELC.

### Background

Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of centre-based education and care. This will be encouraged and facilitated by EPIC ELC wherever appropriate and possible.

EPIC ELC values the participation of parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and educators value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" (Early Years Learning Framework – refer to Sources).

EPIC ELC aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the servi shaen.o.3 (egar)--17.3 (ng (,)-11.3 ( and ot)5 TD )-6.3 (egar)d(t)-11.3v.31.15 TD ot



include child-related work (refer to Definitions), administrative tasks, or preparing materials or food.

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work (refer to Definitions) in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and, where appropriate, their professional history. A WWC Check card is granted to a person under working with children legislation if:

- x they have been assessed as suitable to work with children
- x there has been no information that, if the person worked with children, they would pose a risk to those children
- x they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

#### Sources

- x Australian Children's Education and Care Quality Authority (ACECQA): [www.acecqa.gov.au](http://www.acecqa.gov.au)
- x The Early Years Learning Framework for Australia: Belonging, Being, Becoming: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- x A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) [www.cyp.vic.gov.au](http://www.cyp.vic.gov.au)
- x Working with Children Check unit, Department of Justice & Regulation – provides

- x accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- x ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to Supervision of Children Policy)
- x reading the Working with Children (WWC) Check of volunteers and students where required, and ensuring that the details are recorded in the service register
- x ensuring that the staff record contains the name, address and date of birth of volunteers and students attending the service (Regulations 145, 149(1))
- x keeping a record for each day on which each student or volunteer participates with the date

x ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratio

- x ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the safety, health and wellbeing of children at the service is protected
- x ensuring that volunteers, students and parents/guardians are not left with sole supervision of individual children or groups of children
- x enabling parents/guardians of children attending the service access the service premises at any time the child is being educated and cared for except where this poses a risk to the safety of children and/or staff
- x encouraging the participation and involvement of parents/guardians at the service
- x assisting the Approved Provider and Nominated Supervisor to develop an induction checklist for volunteers and students at the service (refer to Attachment 1 – Sample induction checklist for volunteers and students)
- x assisting volunteers and students to understand the requirements of this policy and the expectations of the service.

Volunteers and students while at the service are responsible for:

- x ensuring they have provided all details required to complete the staff record
- x undertaking a WWC Check and presenting a current WWC Check card or other notification, as applicable
- x understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to Privacy and Confidentiality Policy)
- x complying with the requirements of the Education.6 (t)-11.4 (h(t)-d-e.4 74t)-11.3 (hi)-0.7 (s

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- x monitor the implementation, compliance, complaints and incidents in relation to this policy
- x keep the policy up to date with current legislation, research, policy and best practice
- x revise the policy and procedures as part of the service's policy review cycle, or as required
- x notify parents/guardians at least 14 days before making any changes to this policy or its procedures unless a lesser period is necessary because of a risk.

Authorisation

This policy was adopted by the Approved Provider of EPIC ELC on 04/02/2019.

Review Date

This policy needs to be reviewed on the 26<sup>th</sup> of August 2022

Attachment

Attachment 1

Sample induction checklist for volunteers and students

Name: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by all volunteers and students participating at EPIC ELC and returned to the Nominated Supervisor prior to commencing at the service.

	Please tick
I have been given access to all the policies and procedures of EPIC ELC, [Delete if not applicable]	
I understand the content of service policies and procedures, including those relating to:	
xconduct while at the service (Code of Conduct Policy)	
xemergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (Emergency and Evacuation Policy)	
xaccidents at the service (Incident, Injury, Trauma and Illness Policy)	
xdealing with medical conditions (Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy)	
xgood hygiene practices (Hygiene Policy)	
xdealing with infectious diseases (Dealing with Infectious Diseases Policy)	



Please tick

first aid arrangements and first aid kit

