

WCS Children's Services

ADMINISTRATION - Students, Volunteers and Visitors

Purpose

Students from universities, TAFEs and RTOs need to spend time working in children's education and care services, in order to complete the practicum requirements of their courses. Accommodating these students is important because they are the next generation of professionals in early childhood education and care. Students benefit services by introducing current information and new ideas, inducing educators to question their own practices and beliefs about teaching and learning. The services benefit through the students' recounts of their practical experience.

Members of the local community such as the fire brigade, police and ambulance may also contribute to the service's program, and the same applies to volunteers.

However, because the safety of children is paramount, much legislation surrounds the acceptance of students, volunteers and visitors into services.

In relation to Family Day Care, people residing in the educator's premises are considered to be volunteers, only in regards to the Working with Vulnerable People checks. They do not need to be registered as volunteers with WCS.

Policy Statement

This Policy sets out the specific conditions under which WCS Children's Services accommodate students, volunteers and visitors so that the safety, education and care of children are never compromised.

Strategies and Practices

- Students and volunteers are required to follow the service's policies and procedures at all times. The policies and procedures are readily accessible, and students and volunteers are to ask the Nominated Supervisor or their appointed mentor if they are not clear on any matter.
- Policies and procedures are not to be copied for copyright reasons. References to parts of policies and procedures are permitted, with the author being noted/attributed in the reference.
- The Nominated Supervisor interviews all students and volunteers before they commence at the service, and completes an induction, covering all items in the student and volunteer induction package. The induction places special emphasis on confidentiality, health and safety, and respectful relationships with others. It concludes with a walk through the service and an introduction to all available educators.
- Students and volunteers sign that they have received an induction, understand what is required of them, have been given the opportunity to clarify and discuss all the information provided, and that they agree to adhere to the service's policies and procedures at all times.

- Students and volunteers do not commence at the service until they have provided all required documentation including:
 - Current Working with Vulnerable People (WWVP) card, or current police check pending WWVP card;
 - A written statement on what is expected of them by their university, school or training organisation; and,
 - A poster for display which has their name, photograph, brief background including any special interests, course of study, and the period they will be at the service.
- Students and volunteers are assigned a mentor for the duration of their attendance at the service. The mentor is given a copy of the course requirements and meets with them to ensure they are fulfilling these, and provides them with professional support and feedback.
- Students and volunteers must inform their mentor or the Nominated Supervisor of any incident, injury, near miss and illness that they may have witnessed over the course of the day before leaving the service.
- From time to time, the service may need to reschedule the attendance of students and volunteers at the service. In addition, students may be required to work a range of shifts to gain insight into the daily workings of the service and to meet their course requirements.
- As part of maintaining a safe and secure environment for children, educators closely supervise students and volunteers while imparting relevant skills and knowledge.
- All students, volunteers and visitors are to complete the Students, Volunteers and/ or Visitors Sign-in Sheet.
- Students and volunteers are to remain within sight and sound of an educator at all times – including excursions – when in the presence of children (i.e. they are not to be left alone with a child, with the exception of Family Day Care).
- Students, volunteers or visitors at the service will be asked to leave if they do not adhere to the service's policies and procedures or for conduct deemed as inappropriate by the Nominated Supervisor/Approved Provider.

Visitors

A visitor includes any person entering the service who is not a staff member or person authorised to be in the service or to collect child/ren.

- Visitors can only enter the service with the permission of the Nominated Supervisor or educators. The visitor is not to be left unsupervised with children, with the exception of Family Day Care.
- Visitors are asked to contact the service prior to their visit, where possible.
- As part of maintaining a safe and secure environment for children, educators question anyone in the service who is not known to them, to ascertain who they are and why they are in the service.

Links to other policies

- Child Protection Policy
- Excursion Policy
- Injury, Incident, Illness and Near Miss Policy
- Medical Conditions Policy
- Privacy and Confidentiality Policy
- Supervision Policy
- Tobacco, Drug and Alcohol Free Environment Policy

Links Education and Care Services National Regulations 2011, National Quality Standard 2018

Regs	85	Incident, injury, trauma and illness policies and procedures
	90	Medical conditions policy
	97	Emergency and evacuation procedures
	145	Educators record
	149	Volunteers and students
	171	Policies and procedures to be kept available
	168	Education and care services must have policies and procedures
	185	Law and regulations available

QA	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
	2.2.3	Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect.
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards guide practice, interactions and relationships.
	6.2.3	The service builds relationships and engages with its community.
	7.1.2	Systems are in place to manage risk and enable the effective management and operation of a quality service.
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
	7.2.3	Educators, coordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Source

- Dr. B. Abbey and P. Maclean, NQS - the complete system of policies, procedures and forms, www.childcarebydesign.com.

Policy Review

This policy is a living document and will be monitored and reviewed as issues are identified. Proposed changes will be circulated and discussed by all programs and any external stakeholders for approval.

Person Responsible for Review:

Manager, Children's Services

Implementation Date:	3 November 2014	Review Date:	July 2018
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Modification History

Date	Sections and/or Paragraphs	Source	Details
2016/07	Strategies and practices		WWVP requirements, age requirements
2016/12	Whole document		Formatting
2018/01	Quality Areas	Revised National quality Standard 2018	

Related Documents

Refer to HR Manual –cross reference to WCS documents such as: WCS Services Guide, WCS Values and Strategic Plan.

Approved by Susan Henderson, Manager Children's Services:



Date: 16 January 2017