



Participation of Volunteers and Students Policy

Rationale

The Pines Preschool appreciates the significant and valuable contributions that volunteers and student teachers make. The preschool follows the Department for Education's policy regarding volunteers and students to ensure that visitors, as well as children in the centre, are safe and supported.

National Quality Standards

Regulation 168 (policy), 149 (record) of the Education and Care Services National Regulations 2018.

Quality Area 4: Staffing arrangements

At our preschool:

- Professional standards guide practice, interactions and relationships

There are also links to:

Quality Area 2: Children's health and safety

Quality Area 6: Collaborative partnerships with families and communities

Quality Area 7: Governance and Leadership

Educators Responsibilities

- The preschool will follow the 'Volunteer' Policy, DfE, 2019 (attached).
- All volunteers and students will receive appropriate induction on matters such as emergency procedures, policies and procedures, interactions with children and anything else relevant to their role.
- Volunteers and students will be required to 'sign in' to the preschool (include their name, date, time) at the front office of the school. More detailed information on volunteers will be kept in the staffing files.
- Governing Council members and playgroup coordinators must complete a 'Child-related Employment Screening Informed Consent Form' to be screened by the DCSI Screening Unit.
- Family volunteers helping at single events such as excursions, BBQ's, and Easter Fun Day will be required to complete a 'Volunteer Agreement' form.
- Ongoing volunteers will be required to fill out a 'Volunteer Application' form.
- All volunteers will be supervised by educators.

References:

- Education and Care Services National Regulations, 2018.
- National Quality Standards, 2018.
- 'Volunteer' Policy, DfE, 2019.
- 'Volunteer Agreement', DfE, 2016
- 'Volunteer Application', DfE, 2016
- Department Policies available at: <https://www.education.sa.gov.au/department/policies>

Policy review

Quality area 7: Leadership and service management

Revision Record

Version	Approved by	Approved date	Amendments

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Approved at Governing Council on (Date):

Approved by Principal: Cherie Collings

Approved by Governing Council Chairperson:

To be reviewed:

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