

## Volunteers and Students Policy

### Aim

This policy will provide guidelines for the engagement and participation of volunteers and students at CSIROCare Clayton

### Rationale

Volunteers and students may do their placement as part of their course here at CSIROCare Clayton in order to observe and experience working at child care centre

### Body

#### PRIOR TO COMMENCEMENT:-

- Prospective students or work experience will be interviewed before they commence their involvement with the Service.
- If applicable, provide a copy of insurance documentation from their learning institution, to ensure they are covered by the institution's Worker's Compensation policy.
- All volunteers and students are required to complete a Working with Children Check, before being placed in the Service.
- The personal details of volunteers and students will be treated in the same way as confidential details about educators and staff members.
- A Certified Supervisor will be responsible for supervising each volunteer or student and will be responsible for providing the volunteer or student with written and / or verbal feedback on her / his performance.
- Families will be informed about the participation of volunteers and students.
- Be advised to comply with the service's dress code - wearing appropriate and comfortable clothes – flat enclosed shoes, comfortable shorts / pants, a comfortable shirt and a hat for outdoor play.

#### UPON COMMENCEMENT:-

- All volunteers and students receive an induction to the Service – introduced to all educators and staff members, orientation to the environment and the physical layout of the Service.
- Be shown through the emergency evacuation procedure and other important safety procedures.
- All volunteers and students must adhere to our Philosophy and Code of Conduct whilst at the centre.
- Volunteers and students may be considered for non-child related tasks as well as for tasks which bring them into contact with the children.
- Volunteers and students are not to speak to families about the children. A volunteer or student if approached by a parent is to redirect the query by saying 'I am not able to assist you at the moment however I can get someone that is....'
- Volunteers and students are required to read and comply with all policies and procedures of the Service.
- Be aware of the allergies and medical conditions of children in the Service.
- Volunteers and students are not permitted to deliver any food or beverages, other than water, to children attending the Service.

- Read and understand the guidelines for behaviour guidance and support outlined by the Behaviour and Guidance Policy and Procedures. **NOTE:** Volunteers and students are **not** responsible for the management of a child's behaviour. However they should assist the Service in maintaining a consistent approach by utilising the policy guidelines.
- Read and understand the Privacy Policy.
- Be advised the service is a tobacco, drug and alcohol free environment.

#### **CHILD INTERACTION**

- Get to know the children and learn their names.
- Spend time with all children in the group.
- Get to know parents and families.
- Be aware of the needs of the children in care with regard to their development, personal interests, behaviour, language and skills.
- Assist with the coordination of developmental programs.
- Help to keep children safe and protect their rights.
- Act as a role model for the children, using language that is respectable, encouraging and that promotes self-esteem and independence.
- Assist in supporting each child's development.
- Assist in ensuring the inclusion of all children in activities.
- Assist in ensuring that toys and play equipment are used correctly by children.

#### **SERVICE PROCEDURES**

- Assist educators with cleaning duties and routine tasks.
- Assist in the administration of safety procedures.
- Help to maintain the Service's ethical standards by reporting anything that seems inappropriate, immediately to the Nominated Supervisor or Certified Supervisor.

#### **TEAM MEMBER INTERACTION**

- Ask educators questions if unsure of anything.
- Maintain a good rapport with educators and staff members.
- Redirect any questions from families to educators and staff members.
- Inform the Certified Supervisor or Nominated Supervisor of the tasks to be fulfilled.

#### **THINGS A VOLUNTEER OR STUDENT CANNOT DO IN THE SERVICE**

- Under no circumstances should a volunteer or student:
  - *Be responsible for behaviour guidance of the children*
  - *Conduct first aid on a child*
  - *Administer medication*
  - *Be left alone or unsupervised with a child or children*
  - *Have discussions with parents / guardians regarding their child or children*
  - *Answer the phone- unless asked by a staff member (if an emergency situation should arise)*
  - *Change a child's nappy, unsupervised*
  - *Use physical or any other form of punishment*
  - *Feed, give a bottle or dummy to a child without checking with a staff*
  - *Volunteers and students are not permitted to deliver any food or beverages, other than water, to children attending the Service.*