

VOLUNTEERS AND STUDENTS **POLICY**



OBJECTIVE

RECC is committed to encouraging the participation of volunteers and students, while ensuring that children's health, safety and wellbeing is protected at all times. The purpose of this policy is to set out the terms and conditions that volunteers and students must operate under while at the Centre.

This policy is a requirement of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011 that require the Centre to maintain a policy regarding the participation of volunteers and students on practicum placements [Regulation 168(2)(i)(iii)].

OPPORTUNITIES TO VOLUNTEER

RECC 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. Parents/guardians are encouraged to join the RECC Management Committee to be involved in the management of the Centre through regular participation in monthly committee meetings.

Parents/guardians and other family members are encouraged to volunteer at the Centre, by accompanying children on excursions, participation in working bees or through the celebration of special events. Family members are also encouraged to volunteer at any other time, in consultation with your child's room leader.

OPPORTUNITIES FOR STUDENTS

RECC is committed to the training of those students completing early childhood qualifications. Students, including but not limited to those from the CIT and the universities within Canberra, are able to seek short term placements at the Centre. Students will be offered meaningful work experience with appropriate direction, supervision and training, with oversight by the Centre Director and Lead Educator.

OBLIGATIONS OF VOLUNTEERS AND STUDENTS

Volunteers and students that interact with children are required to complete the RECC Child Related Employment/Volunteer Declaration Form so that accurate records can be kept in accordance with Regulation 149 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011.

Volunteers and Students Policy

Volunteers and students are also required to act at all times in accordance with the Centre's statement of Philosophy and Values and the Standard of Conduct Policy. Students and volunteers in breach of these policies will be asked to cease volunteering or leave the Centre. Volunteers and students are encouraged to familiarise themselves with other important policies of the centre, including the Work, Health and Safety Policy and the Safe Environment Policy. Copies of these policies are available from our website (www.recc.com.au/policies), at the Centre in the Policy Folders, or by request from the Centre Director.

In accordance with the ACT Working with Vulnerable People (Background Checking) Act 2011 and associated Working with Vulnerable People (Background Checking) Regulation 2012, from November 2013 all volunteers and students that interact with children must have a valid 'Working With Vulnerable People' card. Until November 2013 all volunteers and students that interact with children are encouraged to apply for and hold a valid 'Working With Vulnerable People' card, although an interview process with reference checks and/or a police check may suffice at the discretion of the Centre Director.

RECORD KEEPING

The Centre Director is responsible for maintaining a staff record for all students and volunteers in accordance with Regulation 149 of the Education and Care Services National Regulations 2011. The Centre Director is also responsible for maintaining an accurate record for each day on which a student or volunteer participates at the centre, the date and hours of participation in accordance with Regulation 149 of the Education and Care Services National Regulations 2011 under the Education and Care Services National Law (ACT) Act 2011. These records are kept in accordance with the Centre's Privacy Policy.

RELATED POLICIES:

Excursion Policy
Partnership with Families Policy
Philosophy and Values Policy
Privacy Policy
Safe Environment Policy
Standard of Conduct Policy
Work Health and Safety Policy

SOURCES:

Education and Care Services National Law (ACT) Act 2011
Education and Care Services National Regulations 2011
Working with Vulnerable People (Background Checking) Act 2011
Working with Vulnerable People (Background Checking) Regulation 2012