



Volunteers and Work Experience Policy

Volunteer Worker - Return this page only, with WWC number.

Name: _____

Address: _____

Email: _____

Phone Number: _____ Date of Birth: _____

Working with Children Check Number: _____

Any medical conditions which may affect you while here:

Next of kin: _____ Contact Number: _____

Previous Experience: _____

Qualifications: _____

Reason for Volunteering: _____

Organisation you are connected with: _____

I have read and understood all of the guidelines given in the Centre's a) Volunteer and Work Experience Policy or b) Excursion Procedure and will abide by each of them at all times.

(Cross out that which does not apply.) I will work fully under the direction of the Centre's Director or educators at all times. If I have any concerns I will speak to the Director or Responsible Person on duty.

Student/Volunteer Name _____ Signature _____ Date: _____

Nominated Supervisor Name _____ Signature _____ Date: _____

Please complete declarations over the page.

CHILD PROTECTION STATEMENT OF ASSURANCE FOR STUDENTS / VOLUNTEERS

I hereby give The Rumpus Room an assurance that I have not:

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- a) Been found guilty by a Court of a sexual offence or an offence against the person of a student or child; or
- b) Been dismissed from any previous employment on the ground that I was involved in improper conduct of a sexual nature with a student or child; or
- c) Retired or resigned from my previous employment following allegations that I was involved in improper conduct of a sexual nature with a student or child; or
- d) Been advised by any employer that my name has been included on a list of those not to be employed in a child-related area of activity.

If you cannot give this assurance, you should not sign this statement. You may however, wish to speak with the Director about the relevant occurrence. If you sign the statement when you are not in a position to give such assurance, the Centre may terminate your services without notice.

Confidentiality:

I agree that all matters pertaining to the staff, families, management or general running of the centre – including matters discussed at any centre meetings whether formal or informal are confidential and shall not be divulged in any form (verbal, written etc) outside the centre or with non-centre personnel.

I agree to respect the rights of all staff, students, parents and children. Individual needs of children will be discussed with pertinent staff only. Confidential information about a child or their family will not be given to any person who does not work directly with that child.

Staff members' privacy will be respected – no personal information will be given out without prior permission.

I understand that I am not to take any photographs or video while in the Centre, unless specifically approved by families for the documentation of my studies, on an appropriate permission form and I am not allowed to put any information on any social media platform that is sourced from or relates in any way to the Service.

Student/Volunteer Name _____ Signature _____ Date: _____

Nominated Supervisor Name _____ Signature _____ Date: _____

Policy & Procedures for Volunteers and Work Experience

Aim:

To facilitate the valuable assistance that can be given to our Service by volunteers.

To contribute to the growth of a well-trained and quality standard, early childhood workforce of the future by supporting new students to practice their skills and learn from quality educators in a quality Centre.

To provide an opportunity for people to investigate their futures in early childhood education and care.

To generate parental and wider community involvement in the operation of the Service.



To free up staff to interact more effectively with children.

To provide a framework to ensure all behaviour of volunteers and work experience students meets the very high standards of The Rumpus Room Children's Centres so that children and their families are protected under all circumstances.

Implementation:

To become a volunteer here you should follow this list of steps and abide by the following guidelines for activity.

Step 1 Complete the double sided Volunteer Information sheet attached to this document, giving special attention to the declarations you need to be able to make.

Step 2 Obtain a Working with Children Check Volunteer Clearance. Go online to

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Complete Volunteer Application Form being sure to use the name exactly as it is on your form of ID that you will use and submit. Go to a Service NSW Centre to have your identity verified. Check for your emailed WWC number and provide it with your date of birth for centre verification. The details are collected on the form attached to this document

Step 3 Provide copies of the general resume cover sheet with name and details Include relevant letter of reference, first aid certificates etc. if you have one available.

Step 4: Meet with the Director to determine days, hours, room allocation. Director will allocate you to a staff person who will guide you and will endeavour to give you feedback as to how you are going.

Guidelines:

Confidentiality – As per the declaration you must sign, you must not talk about any information you gain in your time here about any child, family or staff person. If someone in the community approaches you about the Service, please refer them to staff or Director during opening hours.

No Smoking - Centre and its grounds are absolutely a Smoke Free Zone.

Sign In - Please sign in and out each day of attendance.

Lunch - Facilities of the staffroom are available to you, including fridge, freezer, toaster, hot water, tea and coffee etc. Your "educator/mentor" will suggest suitable times for breaks.

Parking - If you drive, please park so that the close car parks are available for parents.

Clothing – At all times you are in the Centre you should wear clothing that is Sunsafe, clean, modest but which helps to support the professional dress standard of the Centre. You



will need to bring a sun safe hat with broad brim all the way around, not a cap. Tattoos should be discreet or covered, fingernails must be clean & extensions are not encouraged & will have to be scrubbed when hand washing. Jewellery should be minimal and must be safe to yourself and children, no sharp rings and only small loops or stud earrings.

Name - Please wear a name badge (which you may have to make).

Behaviour - Your language and general behaviour need to reflect that of the staff.

Parents - If a parent wants to talk with you about their child you should refer them to a staff person in the room and explain that you are a volunteer. Under no circumstances discuss any children with any parents either here at the Service or outside of the Service.

Children's Food – You should not distribute food or drink to any children unless specifically directed to by room staff who should have checked allergies etc.

Hygiene - There are strict hygiene guidelines about food so ensure the staff have given you clear instructions about gloves and tongs etc. (Copy of Hygiene Policy is available in Office or on the website)

Supervision - You should never be on your own with any children, make Room staff aware if this seems possible. As a volunteer you must not be counted in staff to child ratios required at the Service. You are counted in ratios for supervision during excursions. See note below about employing student educators.

Babies' Bottles - Volunteer staff are not to mix formula. You may give a bottle to a child if it is prepared and temperature checked by educators.

Nappies - Volunteer staff do not change nappies. You may change a nappy if staff are alongside you at all times and you follow the nappy changing policy.

Noses - If wiping a child's nose you must use different tissues for each and wash your hands after each child.

Accidents - If a child has an accident, report it to room educators immediately! If you have an accident, report it to room staff and the Director or Responsible person on duty and complete an Incident, Injury Illness form.

Hat - You must wear a hat with a 6 – 8cm brim all round.

Evacuation - You must read the evacuation procedure in your room and know the location of exits and fire fighting equipment. The Emergency signal is a continuously blowing whistle or the wired-in alarm, look to the person who is announcing the emergency to know whether to evacuate or lockdown.



Discipline - You must not discipline, smack, speak loudly to or “put down” a child in any way. You could help prevent problems by redirecting children if you see possible conflict coming.

Helpfulness - You help the staff immensely by assisting with cleaning procedures and the washing and folding etc. Ask your educator/mentor for instructions on how to do these things.

Comforting - You should not carry a child around. It is dangerous to the child and you. If a child needs comforting, get down to their level e.g. sit on the floor or lounge and hold them. Any child who is mobile must not be carried.

Telephone – Under no circumstances can you take your mobile phone into the classroom or playground areas. All mobiles are to be left in the Staff area and can be checked at your break time. Excursions are exempt for the requirement as all are encouraged to take mobiles and have a list of each other's numbers.

If you need to use the phone see the Director, Parent Liaison Officer or Responsible Person and pay for personal phone calls.

Photocopier – If required please negotiate with the director or Responsible person.

Focus - Remember you are here to support the educators and therefore allow them more time to interact with children. Though you will have guided interaction with the children you must remember your focus should be on helping the educator you are allocated to. When not following a request from an educator you should take the opportunity to enjoy having interactions with children at play, at their level.

Non-attendance - Please give us the courtesy of a phone call if you won't be in when planned, phone 49408686.

Sunscreen – You need to apply sunscreen before going outside in the morning and again in the afternoon.

Manual Handling/Back Care – **Do not** lift or carry children or heavy equipment. Follow guidelines of posters in classrooms. Squat or sit to talk to children. Do not twist and bend at the same time.

Immunisation and Protection for Pregnant Women – If there is even the slightest chance that you may be pregnant you **must** ask for a copy of the relevant policy and discuss the potential risks with the Director. There are significant precautions you should take. We would prefer you not to work with children 0-2 years.



Personal Illness – You must disclose to us any medical condition you have that may affect you while in attendance at our Service. If you become ill and staff are concerned about your welfare you will be transported to hospital by ambulance, and will be required to cover this cost.

Statement of Volunteer Services - If you require a statement of the time you've volunteered in the Service to add to your resume, please approach the Director.

Excursions – Volunteers are an important part in facilitating the supervision required on excursions. The information on the following page is taken from our Excursion Policy and should be followed at all times when assisting in that role.

Please ensure you read these instructions regularly and abide by them at all times.

Thank you again for your willingness to help us provide a quality Early Childhood Education and Care Service to our families and community.

Important Centre Notes about Ratios and Work Experience Students.

If a volunteer or student on practicum placement holds or is actively working towards at least an approved certificate III level qualification, then they may be included in educator to child ratios. There are, however, several factors to consider in deciding how best to involve volunteers and students on placement at the service. ACECQA Newsletter Issue 9 2015 and ACECQA Frequently asked questions acecqa.gov.au/help/faq sourced 12th June 2018.

The approved provider and nominated supervisor are responsible for ensuring children are adequately supervised at all times and that they are protected from harm or hazard. Ratios are a part of ensuring effective staffing arrangements, but ensuring children are adequately supervised also involves considering each educator's experience, knowledge and skills, as well as their knowledge of children at the service. It is also important to remember that volunteers and students may need to be supervised and supported to engage appropriately with children in a way that supports learning and development and to ensure their practices align with service policies and procedures and the relevant learning framework.

Note Students should only be counted towards educator : child ratios if they and the Training organisation have consented to this. Note University of Newcastle DOES NOT consent to this.

This policy links to the following NQS:

National Quality Standards: 2.2.1, 6.2.3

See Appendix 1-National Law (section) and National Regulations (regulation 149, 99, 100, 101, 102)

EXCURSION PROCEDURE FOR VOLUNTEERS

Aim:

To ensure all adults volunteering to help with excursions are aware of the important role they play in child safety.



Implementation:

- 1) Volunteers need to arrive at least ten minutes prior to departure to ensure smoothness in preparation of children for excursions.
- 2) Volunteers will be asked to carry some necessary items for excursion e.g. first aid.
- 3) The Responsible Supervisor will ask individual volunteers to stand with particular children thus ensuring the adults are dispersed evenly through the line of children. This is to allow for the most safety while walking. It is generally preferable that educators and volunteers do not hold children's hands; thereby allowing them to move quickly should a child move towards danger. (On some occasions a 1:1 supervision request may be put in place)
- 4) Children are required to stop at roads, while staff briefly discuss what we do when we get to a road. Volunteers are asked to help quiet the children for this time, as most children are very excited.
- 5) Volunteers are asked to remain with the children at all times where there is only just enough for the adult:/child ratio.
- 6) Volunteers are asked to stay for the entire duration of the excursion including the return to the Centre.
- 7) Where transportation is used, volunteers are asked to remain with the children when apart from the rest of the group, e.g. if a car arrives at excursion point first.
- 8) Staff will have rendezvous points on transport-required excursions.
- 9) Volunteers are to have completed and signed the document "Student/ Volunteer Agreement form" and a "Child Protection Statement of Assurance for Student/Volunteers" form. See Volunteer Policy.
- 10) Volunteers are asked to carry a mobile phone and provide their number to the Responsible Supervisor of the excursion.

