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# WOODSIDE PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE

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## Volunteers and Student Policy

### Policy statement

The Woodside Primary School OSHC service will maintain a safe and secure environment for staff, the children, families and visitors to the service. The OSHC will promote a positive role for volunteers and encourage a wide range of family participation. The service will also provide an environment that encourages students and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings.

### Background

Volunteers come from a wide range of backgrounds and bring with them a wonderful array of experiences, skills and interests. By providing support to the OSHC the School is also able to provide more affordable care to families in this area without compromising the quality.

It is hoped that the volunteer experience will also provide assistance to the volunteers themselves; providing opportunities to spend time with their young children in an educational setting, the acquisition of work skills and experience, helping to maintain self-esteem, confidence, and self-respect and developing broader social contacts.

All procedures of Woodside Primary School OSHC which are applicable to employed staff apply to voluntary staff or student placements except where expressly provided otherwise, or with such necessary modifications to reflect the voluntary nature of the role.

### Relevant legislation:

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 149, 168, 177 and links to National Quality Standard 6.1.2 Families have opportunities to be involved in the service and contribute to service decision.
- Ensure all volunteers have a current Working With Children Clearance see <https://screening.sa.gov.au/types-of-check/working-with-children-check/who-needs-a-check>

### The Nominated Supervisor or Director will ensure:

- Records relating to visitors and students to our service will be maintained by a visitor's log.
- Educators and staff will abide by regulatory protocol when visitors are in the service.
- To promote a positive role for volunteers within the OSHC.
- Encouragement of a wide range of parent/family participation within the OSHC.

- To attempt to provide a volunteer workforce for the OSHC to help provide affordable, high quality care and education.
- To utilise the range of experiences, skills and interests which can be provided by the parents, families and community groups.
- Support and clear guidelines for the operation of the volunteer program.
- A record of all volunteers and students who spend time in the service. The record will include; full name, address, date of birth, date and hours that each volunteer or student participates in a program or the service.
- Be aware of protocols supplied by universities, TAFEs or RTOs in relation to participating students.
- Volunteers are valued and integral part of the staffing of our OSHC and are managed in a consistent and professional manner, in accordance with the other Policies of our OSHC which apply to employed staff, modified only as necessary to reflect the voluntary nature of the role.

### **Educators and staff will:**

- Welcome visitors to the service and seek information on their reason for coming.
- Direct visitors appropriately, have them complete the Visitor Book and make the Nominated Supervisor aware of a visitor at the service
- Welcome families to visit and participate at any time.
- Promote a positive role model for volunteers and students within the OSHC.

### **Procedures for Volunteers and Students:**

- Complete all components of the pre-employment and volunteer declaration checklist as required by the Department for Education
- Provide a current Working with Children certificate
- Provide a copy of their Responding to Abuse and Neglect – Education and Care (RAN-EC) certificate
- A tour of the Centre is given (if that has not occurred previously).
- Provide the volunteer and/or student with a copy of the Staff Handbook
- Discuss this Handbook with reference to the Centre's major policies and ensure they know where they can access the service policies

### **Orientation, Education and Training**

Prior to work the Volunteer receives an orientation which includes;

- Introduction to staff
- Tour of building and grounds (if unfamiliar)
- Location of Visitor/attendance book. Voluntary staff and students are to sign on and off at each attendance.
- Location of place to keep personal possessions, e.g. bag, phone etc.
- Location of adult toilet facilities
- Location of telephone (in office) and protocol of use (short, local calls only)
- Explanation /training for job, including any Work Health and Safety issues.
- Location of materials required to complete tasks and general orientation.

### **OSHC Considerations**

- Volunteers and students on placement will not be counted in the educator to child ratio. They will be allocated tasks to support other personnel.

- Approved Providers should develop specific guidelines and practices for use in the OSHC service to support volunteers.
- Volunteers are mandated notifiers and will need to have a knowledge of OHS&W, Duty of Care, and the service's policies, particularly the policies that address interactions with children, supervision, confidentiality and training and development.
- Regarding students on practicum placements, check the following:
  - \_ Will students on practicum come with a criminal history screening?
  - \_ Will the time they spend in the service be defined by their course supervisor?
  - \_ Is a written report completed at the end of the practicum?
  - \_ Where possible, allocate tasks to students and give some evaluative comments when a task is completed.
- In any orientation process both volunteers and students will be made aware of their rights and responsibilities, what is expected of them and the boundaries of their roles

## **Rights and Responsibilities of Volunteers**

### **Rights:**

Volunteers have the right to:

- Protection (a safe environment)
- Be listened to
- Decide when and how long to be available
- Supervision and instruction
- A real piece of work or task
- Promotion and variety
- Negotiate the job, times and days
- Know what the job is before starting
- Have the right tools for the job
- Contribute to the decision making process

### **Responsibilities:**

Volunteers have the responsibility to;

- Be conscientious
- Be punctual
- Be responsible for what they have agreed to do
- Be reliable
- Let the coordinator know if they are unable to work
- Maintain confidentiality
- Support other volunteers
- Be a team member
- Seek support when needed
- Know their own limitations (time, money, physical needs, family and friendships)
- Most positions are described briefly in the OSHC Information Book given to all families on enrolment.

### **Resources/References**

1. <http://www.volunteeringsa-nt.org.au/>