



Date Adopted

August 2015

Review Date

August 2017

Relevant Legislation & Standards

Education and Care Services National Law Act 2010: Clause 13(C)

Education and Care National Regulations 2011: 46,47 (1)

Child Protection (Working With Children) Act 2012 NSW

National Quality Standard: Quality Area 4, Standard 4.2

National Quality Standard: Quality Area 7, Standard 7.1, 7.3

Aim / Policy Statement

Goulburn Pre-School is committed to providing a safe and healthy environment for all of the children, staff and visitors to our service. We welcome visitors and students to our service

Goals

- We value volunteer participation in building connections within our local community and within the Pre-School community. Volunteers are most welcome at Pre-School however careful consideration is given to numbers, timing and purpose to ensure the program and participation of the children is in no way impaired.
- As a community based service, we place great importance upon acceptance of students on professional experience placements. We believe in providing a positive and well supported professional experience to all students to

Procedures and Strategies

- A *Working With Children Check* will be phased in for unpaid students and volunteers between 1st April 2017 and 31st March 2018 however Goulburn Pre-School will request work placement students provide a *Working With Children Check* prior to commencing

placement where they are over 18 years of age. Training providers should be informing students of these requirements.

- Volunteers and students WILL NOT be included as part of staff to child ratios and cannot be used to fill the place of an employee.
- Volunteers and students will not be asked to perform tasks that they are untrained, inexperienced or unqualified to undertake OR that places themselves or children in a

Roles and Responsibilities

<i>Role</i>	<i>Responsible for</i>
Approved Provider	<ul style="list-style-type: none"> • Ensure that volunteers and students (including parents and guardians) are appropriately supervised at all times and that the health, safety and wellbeing of the children is protected. • Ensure that volunteers and students (including parents and guardians) are not left with sole supervision of individual children or groups of children. • Ensure that the parents / guardians of a child attending Goulburn Pre-School can enter the premises at any time the child is being educated and cared for with the exception where this may pose a risk to the safety of the children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members in relation to law. • Ensure that records contain information for all volunteers and students attending the service including name, address, date of birth, days and hours of participation and details of WWC check.
Nominated Supervisor	<ul style="list-style-type: none"> • Conduct an induction with students and volunteers to ensure they are knowledgeable about the service and expectations during their time at the Pre-School. This includes access to access to Goulburn Pre-School's policies and procedures. • Provide appropriate supervision to volunteers and students (including parents and guardians) at all times and ensure the health, safety and wellbeing of the children at the service is protected. • Ensure volunteers and students (including parents and guardians) are not left with the sole supervision of individual children or groups of children. • Ensure volunteers and students (including parents and guardians) comply with the National Regulations and the policies and procedures of Goulburn Pre-School.
Educators Certified Supervisors	<ul style="list-style-type: none"> • Comply with providing appropriate supervision to volunteers and students (including parents and guardians) at all times and ensure the health, safety and wellbeing of the children at the service is protected. • Comply with the requirement that (including parents and guardians) are not left with the sole supervision of individual

Goulburn Pre-School Handbook for Students and Volunteers

Goulburn Pre-School Policies and Procedures

Goulburn Pre-School Visitors Register