

Your place

STAFFING POLICY

Participation of Volunteers and Students



Policy Number:

Version:

Drafted by

Approved by BoG on:

Responsible person

Review Date:

Mandatory – Quality Area 4

Purpose

This policy outlines:

This policy provides guidelines for the engagement and participation of volunteers and students at Hampton Park Community House, while ensuring that children's health, safety and wellbeing is protected at all times.

Policy Statement:

1. Values

Hampton Park Community House is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies;
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service; and
- ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

Hampton Park Community House values the participation of community members parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. "In genuine partnerships families and educators' value each other's knowledge and roles, communicate freely and respectfully and engage in shared decision making" *Early Years Learning Framework – refer to Sources*).



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Hampton Park Community House aims to provide a range of opportunities for community members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff and other adults and children at the service (refer to *Code of Conduct Policy*).

2. Scope

Managers, Coordinators Nominated Supervisor, Persons in day-to-day Charge, educators, staff, students (refer to *Definitions*), volunteers (refer to *Definitions*), parents/guardians, children and others attending the programs and activities of Hampton Park Community House.

3. Student participation

Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of community-based education and care. This will be encouraged and facilitated by Hampton Park Community House wherever appropriate and possible.

4. Volunteers

The role that volunteers play in Children's (education and care) Family and Community services at HPCH varies and in the Children's Services Domain Area can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children.

HPCH is responsible for ensuring that volunteers are suitable to work with children and that children's health, safety and wellbeing is protected at all times.

Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, HPCH should not engage volunteers to fill the place of an employee who is ill or on leave or to fill a vacant budgeted position.

Volunteers must **not** be asked to perform tasks:

- that they are untrained, unqualified or too inexperienced to undertake;
- that put the children or themselves in a vulnerable or potentially unsafe situation or
- where there is a conflict of interest.

5. Requirements prior to engagement

Prior to participation at the service, a volunteer or student (aged 18 years or over) must be in





possession of a Working with Children (WWC) Check (or VIT registration).

In line with Child Safe Standard 4 and the *Child Safe Environment Policy*, prior to engaging a volunteer or student an assessment should be undertaken of the nature of the responsibility to determine whether a position description is required, and based on that whether an interview and referee checks are required.

HPCH will not engage a volunteer or student to whom a prohibition notice applies.

Students and volunteers must participate in HPCH induction, which includes receiving a copy of the ECA's Code of Ethics and the HPCH Code of Conduct.

5. Requirements during engagement

Volunteers and students must:

- follow all HPCH policies and procedures, and all reasonable directions from HPCH which direct them to implement the policies and procedures;
- be familiar with ECA's Code of Ethics and the HPCH Code of Conduct available in hard copy in the Domain Service Area and online (HPCH Server and website)
- conduct appropriate hygiene;
- not be affected by alcohol or drugs;
- understand policies on medical treatment; and
- not subject children to unreasonable discipline.

6. Legislation and standards

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004 (Vic)
- Worker Screening Act 2020 (Vic)



7. Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Domain Area Managers, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Child-related work: In relation to the WWC Check, child-related work includes work with children which may involve physical contact, face-to-face contact, oral, written or electronic communication.

Conflict of interest: (In relation to this policy) refers to an interest that may affect or may appear reasonably likely to affect, the judgement or conduct of the volunteer, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the volunteer, but also their relatives, friends or business associates.

Staff record: A record which Hampton Park Care Group Inc. of the service (Childcare and education) must keep containing information about the Nominated Supervisor, the Educational Leader, staff, volunteers, students and the Responsible Person at a service (Regulations 146–149). A sample staff record is available on the ACECQA website <http://www.acecqa.gov.au/>

Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person who willingly undertakes defined activities to support HPCH and its programs in the Children, Family and Community Service Domain areas (including education and care programs), in an unpaid or honorary capacity. These activities may include child-related work (refer to *Definitions*), administrative tasks, or preparing materials or food.

Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work (refer to *Definitions*) in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person's suitability to work with children by examining relevant serious sexual, physical and drug offences in a person's national criminal history and where appropriate, their professional history. A WWC Check card is granted to a person under working with children legislation if:

- they have been assessed as suitable to work with children
- there has been no information that, if the person worked with children, they would pose a risk to those children

- they are not prohibited from attempting to obtain, undertake or remain in child-related employment.

8. Sources and Related Policies

Sources

Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au

The Early Years Learning Framework for Australia: Belonging, Being, Becoming:
www.acecqa.gov.au

A Guide for Creating a ChildSafe Organisation (The Commission for Children and Young People)
www.ccp.vic.gov.au

Working with Children Check unit, Department of Justice & Regulation – provides details of how to obtain a WWC Check: www.workingwithchildren.vic.gov.au

Related policies

Child Safe Environment Policy

Mandatory Reporting Policy

Code of Conduct Policy

Complaints and Grievances Policy

Safe Transportation of Children Policy

Inclusion and Equity Policy

Interactions with Children Policy

Occupational Health and Safety Policy

Privacy and Confidentiality Policy

Staffing Policy (including Determining Responsible Persons, Managing and Reporting Incidents)

Supervision of Children Policy

Authorisation:

Signature of Chair of BOG :



Date of Approval by BOG:

Hampton Park Care Group Inc.

