

8.8 STUDENTS AND VOLUNTEERS

Policy Statement:

Mackay Family Day Care Scheme is committed to providing opportunities for students and volunteers to participate in practical placements, whilst ensuring children's health, safety and wellbeing is protected at all times.

Background:

The Education and Care Services National Regulations require policies and procedures to be in place in relation to volunteers. These policies and procedures must be followed at all times.

Legislative Requirements:

Section/regulation	Description
Section 165	Offence to inadequately supervise children..
Section 167	Offence relating t protection of children from harm and hazards.
Regulation 168	Education and care services must have policies and procedures.
Regulation 170	Policies and procedures to be followed.
Regulation 171	Policies and procedures to be kept available.

Procedures:

1. The Approved Provider (or representative) will:
 - be responsible for accepting or rejecting placement of students or volunteers,
 - sign the workplace agreement,
 - ensure that the student or volunteer has the appropriate Blue Card,
 - ensure a personal details form is added to the file of the educator with whom the student or volunteer will be working,
 - ensure that children being educated and care for by the service are adequately supervised and never left alone with a student or volunteer,
 - ensure the student or volunteer has completed child protection training.
2. Family Day Care Educators are responsible for:
 - forwarding all required documentation to the approved provider,
 - ensuring the Approved Provider (or representative) has approved the student/ volunteer placement before they commence,
 - ensuring that the student/volunteer is adequately supervised at all times,
 - ensuring that students/volunteers are not left with sole supervision of children,
 - providing students/volunteers with access to scheme policies and procedures,
 - completing any required reports,

3. Students/volunteers are responsible for:

- completing a placement agreement,
- complying with the requirements of the Education and Care Services National Regulations 2011,
- complying with all scheme policies and procedures,
- ensuring their actions and behaviour is appropriate at all times.

Date Implemented	Review Due	Date Reviewed	Date Updated	Source
2017 October	2019 April 2020 October 2022 April 2023 November 2025 July		2020 October 2022 May 2024 January	