



VOLUNTEERS, WORK EXPERIENCE STUDENTS AND VISITORS

The service values the contributions of people not employed by us who wish to assist in any operational or administrative capacity where there is a need or benefit to the service. Volunteers provide a valuable service, often with a wide range of interests and abilities which complement our own program. This then provides children with a wider range of interactions and experiences.

Procedure:

- Volunteers, work experience students and visitors may be accepted to contribute their services where there is evidence of a genuine interest in the work and there is a genuine need by the service.
- All placements by volunteers, work experience students or visitors will be negotiated with the Director.
- Volunteers and work experience students are supplementary to educator ratios.
- The Director reserves the right to refuse the services of any volunteer, work experience student or visitor.
- The welfare of the children is our highest priority and to ensure the suitability of volunteers and work experience students they must fulfil the following requirements:
 - Attend an interview with the Director
 - Fill in and sign a volunteer application form
 - Read a copy of the Volunteer Code of Conduct Statement
 - Provide references if requested
 - Sign a Volunteers Agreement form upon acceptance by the Director
 - Attend any review meeting as may be organised by the Director
 - Be subject to a police check (volunteers only)
 - Participate in a thorough induction process conducted by the service
- When on the premises, a volunteer, work experience student or visitor must sign in/out of the service’s visitor log and abide by the Volunteer Code of Conduct. Staff must meet their duty of care by not allowing any volunteer, work experience student or visitor to be alone with the children at any time.
- For further information, refer to Settlers Farm Primary School’s Volunteer Policy.

NATIONAL QUALITY STANDARD

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service’s operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision making and operation of the service.



7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

Policy reviewed	Previous modifications	Next review date
14/05/2021	NO CHANGES	2022