



PKELC PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY



Mandatory - Quality area 4

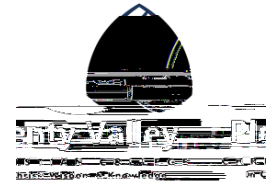
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PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers and students at Plenty Kids Early Learning Centre



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Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, services 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
- where there is a conflict of interest.

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) Clearance (refer to Definitions).

In line with Child Safe Standard 4 and the [Child Safe Standard 4](#), 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.

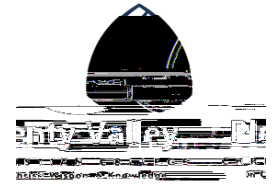
Legislation and standards

Relevant legislation and standards include but are not limited to:

- [Child Safe Standard 4](#)
- [Child Safe Standard 4](#)
- [Child Safe Standard 4](#)
- [Child Safe Standard 4](#) (Vic)
- [Child Safe Standard 4](#) (Cth)
- [Child Safe Standard 4](#), Quality Area 4: Staffing Arrangements
- [Child Safe Standard 4](#)



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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 the education and care programs** at a service 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 clearance is a legal requirement under the Worker Screening Act 2020 for those undertaking paid or voluntary child-related work in Victoria. 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.

Working with Children (WWC) Clearance: A WWC Clearance is granted to a person under Worker Screening 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.



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- ensuring that volunteers, students and parents/guardians are adequately supervised at all times when participating at the service, and that the health, safety and wellbeing of children at the service is protected
- ensuring that volunteers, students and parents/guardians are not left with sole supervision of individual children or groups of children
- ensuring that parents/guardians of a child attending the service can enter the service premises at any

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Attachment 1

Policy

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