

# Policy

## Volunteer

Please note, this policy must be read in conjunction with other relevant policy and procedural information provided on the approved provider's website, including:  
[Volunteer policy \(edi.sa.edu.au\)](http://edi.sa.edu.au)  
[Volunteer procedure for schools, preschools and care settings \(edi.sa.edu.au\)](http://edi.sa.edu.au)

### NQS

QA7	7.2	Effective leadership builds and promotes a positive organisational culture and professional learning community.
	7.1.3	Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.
QA2	2.2.1	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

### NATIONAL REGULATIONS

Reg	149	Volunteers and students
	168	Education and care services must have policies and procedures
	170	Policies and procedures to be followed

### EYLF

LO3	Children are happy, healthy, safe and connected to others.
LO1	Children feel safe, secure and supported.
LO2	Children develop a sense of connectedness to groups and communities and an understanding of their reciprocal rights and responsibilities necessary as active and informed citizens.

### Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Refer to our Department for Education Volunteer Policy and Procedure on the Edi website

<https://edi.sa.edu.au/library/document-library/controlled-policies/volunteer-policy>

<https://edi.sa.edu.au/library/document-library/controlled-procedures/volunteer-procedure>



## LOXTON PRESCHOOL CENTRE VOLUNTEER GUIDELINES AND RESPONSIBILITIES

Welcome to the Loxton Preschool Centre. We thank you for volunteering and hope that your time with us is both rewarding and enjoyable. We appreciate your help and contribution to the centre.

You will have specified tasks to perform and they will be your priority. All staff will be happy to answer any questions that you may have and help you in any way possible.

Please read and adhere to the following guidelines:

### Appearance

Dress appropriately with neat sun-safe clothing and footwear (no thongs please) that allows ease of movement and full participation in activities with children.

A broad brimmed hat is to be worn at all times deemed necessary as per our Skin Protection Policy when outside or under the veranda.

### Confidentiality

All information relating to students, families and staff is to be kept confidential and is not to leave the preschool.

When talking with children keep questions relevant to the activity at hand.

Volunteers are welcome to use the staffroom but remember to keep all information confidential.

### Punctuality

Please adhere to arranged times of volunteering and notify the preschool if you will be late or unable to attend.

### Financial Matters

Please do not handle money. Parents are required to place all money in the fee box. Refer parent questions to staff.

### Interacting With Children

1. Use positive and encouraging language.
2. Encourage children to talk about what they have made, completed, etc.
3. Encourage safe play both inside and outside, eg walking legs and quiet voices inside, walking on cement outside.
4. Encourage children to be actively engaged in activities and try new things.
5. Encourage children to learn and practise new skills with minimal assistance.
6. Refer all behavioural management issues to staff.
7. Refer changing, toileting and first aid issues to staff.

8. Interact with children in a caring and understanding manner modelling correct and respectful speech.
9. Encourage children to be independent and allow them to do things they can for themselves.
10. Refrain from touching children where at all possible.
11. Treat all children equally.

Suggested activities for volunteers:

#### Child Based

1. reading to children
2. playing games, eg lotto, board games, puzzles
3. cooking with groups of children
4. helping children to write their name and name their work
5. helping children with woodwork and other programmed activities
6. helping children learn new skills

#### Administrative Based

1. toy and book repairs
2. sorting and cleaning construction equipment
3. tidying books and puzzles
4. photocopying
5. preparing activities, eg cutting out things
6. tidying shelves and storage
7. replenishing, sorting and tidying making table supplies
8. washing and cleaning equipment
9. gardening
10. filing

Please ask for assistance from staff members when required.

Thank you very much for your help.

### Sources

- Early Years Learning Framework (v2.0, 2022)
- National Quality Standard
- Education and Care Services National Regulations
- Department for Education Volunteer Policy and Volunteer Procedure for Schools, Preschools and Care Setting
- Consultation process completed and feedback included from children, staff, families and Governing Council members

### Review

The policy will be reviewed bi-annually.

Review will be conducted by:

- Governing Council
- Educators/Employees
- Families
- Interested Parties

Document History	Version	Approved Date	Description of Change	Next Review Date
	1.0	01/12/2016	Policy Developed	01/12/2018
Reviewed	2.0	15/08/2019	Updated in line with NQS changes	15/08/2021
Reviewed	3.0	29/06/2021	Updated in line with Department For Education policy changes Updated sections; Sources	29/06/2021
Reviewed	4.0	31/12/2023	All links have been verified Updated in line with EYLF (v2.0, 2022)	31/12/2025

Approved by Governing Council 31/12/2023 Director's Signature 