Volunteer Policy

NQS

| QA7 | 7.1 | Effective leadership promotes a positive organisational culture and builds a professional learning community. |
| QA7 | 7.1.5 | Adults working with children and those engaged in management of the service or residing on the premises are fit and proper. |
| QA2 | 2.3.2 | Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. |

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 belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation. |

Who is affected by this policy?

- Children
- Families
- Educators/Employees
- Governing Council

Purpose

We believe that voluntary workers can make a significant contribution to the Loxton Preschool Centre community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for students.
Volunteer Selection Procedures

Volunteers will be assessed for their suitability to work at the Loxton Preschool Centre by the Director. This assessment will be made in relation to the skills and contributions being offered and after verification of the person’s good character.

Volunteers will be required to attend an interview, complete induction training and sign the induction checklist, an agreement and confidential declaration form before they commence volunteer work.

Volunteers offering to assist in programs where students are involved will be asked to provide:

- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.
- A DECD acceptable DCSI Child Related Employment Screening.

The Director’s decision is final in determining who is eligible to work as a volunteer at the preschool. Any applicant not accepted for volunteer work will be advised.

Sequence of Steps for Volunteers

1. Make informal contact with the preschool to ascertain preschool needs re volunteers.
2. Apply to the preschool providing background information, resume where possible and referee details.
3. Attend an interview with the director.
4. Sign confidential declaration and volunteer agreement.
5. Attend induction training and receive information for volunteers and volunteer policy.

The Preschool’s Responsibilities to Volunteers

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer’s training and work details.
- Volunteers will be provided with full induction training that will include guidelines for:
Volunteers' Responsibilities

The volunteer’s most important responsibility relates to his/her duty of care to children. Students are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

- work unsupervised with students
- be involved in toileting students or assisting with change rooms/sickrooms
- have unsupervised contact with students during break times
- encourage affection from or dependency in students eg by giving presents
- have intentional physical contact with students (the supervising staff will provide comfort/first aid to a distressed student)
- display harassing, bullying or intimidating behaviours towards students.

Volunteers must:

- Refer all student concerns or behaviour issues to the supervising staff.
- Refer all requests to access preschool files to the director.
- Sign the time book for volunteers on arrival and departure.
- Wear the provided name badge at all times.
- Notify the preschool as early as possible if they are unable to fulfill their volunteer commitment.
Cancellation of Agreement

When concerns arise about a volunteer’s work performance, or conduct, opportunities to remedy the problem or improve in an area of concern will be offered wherever appropriate. A volunteer’s agreement can be cancelled at the Director’s discretion and where the volunteer:

- has no more suitable work available
- fails to follow requirements outlined in the volunteer policy and elaborated through the induction training
- behaves towards students, parents or staff in a manner deemed inappropriate or improper
- repeatedly fails to meet commitments without notice to the preschool.
CONFIDENTIAL

Volunteer Personal Information

Name: __________________________________________________________
Address: ________________________________________________________
Phone Number: ___________________________________________________
Mobile Number: ___________________________________________________
Emergency Contact Person: _________________________________
Emergency Contact Person Phone Number: _________________________

I will undergo a DCSI Child Related Employment Screening at my own expense and provide a copy of the results to the director.

I am aware of the special responsibilities associated with working with students.

I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude my working with/near students.

I certify the accuracy of the above information and understand that it will be kept confidential.

VOLUNTEER

Signed  ..............................
Name  .........................
Date  ....................

PRESCHOOL DIRECTOR

Signed  ..............................
Name  .........................
Date  .......................
LOXTON PRESCHOOL CENTRE

VOLUNTEER AGREEMENT

As a volunteer at Loxton Preschool Centre I agree to:

1. Work as a volunteer in the area/s of ..........................................................
2. Discuss any concerns in relation to preschool matters with the appropriate staff member or the Director.
3. Keep all preschool related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the preschool. I understand this is the responsibility of the Director.
4. Abide by the terms and conditions detailed in the Volunteer Policy.

As a volunteer
5. I have participated in an induction program and I understand my responsibilities regarding mandatory reporting, work, health and safety procedures, duty of care to students and confidentiality. I have also received training specific to my area of volunteer work.
6. I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

VOLUNTEER

Signed  ........................................
Name  ........................................
Date  .................................

PRESCHOOL DIRECTOR

Signed  ........................................
Name  ........................................
Date  .................................
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 Sun 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, e.g., 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. helping students with the computers
3. playing games, eg lotto, board games, puzzles
4. cooking with groups of children
5. helping children to write their name and name their work
6. helping children with woodwork and other programmed activities
7. 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
- National Quality Standard
- Education and Care Services National Regulations

## Review
The policy will be reviewed bi-annually.

Review will be conducted by:

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

**Approval Date:** 01/12/2016  
**Date for next review:** 01/12/2018

Ratified by Governing Council ________________  
Director’s Signature ________________