Volunteers and students

Department: Community Relations and Leisure

Responsible Officer: Manager | Children, Families and Ageing

Introduction
Bega Valley Shire Council education and care services are committed to providing opportunities for volunteers, regular visitors and students to explore and expand their personal and professional learning. We recognise our obligations to workplace health and safety for all persons involved in education and care services.

Strategies
Agreement to having a volunteer, regular visitor or student

The Nominated Supervisor will ensure:

- Volunteers, regular visitors or students will only be accepted into education and care services in the following circumstances:
  - As part of an approved or Accredited education or training program that is arranged and supervised by an accredited training organisation
  - As part of a return to work agreement or eligibility requirement of a work/ training scheme or organisation
  - If there are demonstrated benefits to the education and care service and to the community
  - If the education and care service has the capacity to supervise the volunteer, regular visitor or student

- All volunteers, visitors and others have met requirements prior to commencement.

Requirements
Prior to commencement Volunteers, regular visitors or students will:

- Complete all Working with Children Check requirements
- Follow the Bega Valley Shire Council Code of Conduct
- Become familiar with the following Bega Valley Shire Council policies:
  - Occupational health and safety
  - Child protection
  - Sun safety
  - Confidentiality
- Make a commitment to agreed days, times and duties when at the education and care service.
- Undertake an induction to the service which includes introductions to staff, occupational health and safety procedures, emergency evacuation procedures and identification of a supervising staff member.
The Nominated Supervisor will:

- Keep a record of the Working With Children Check or declaration
- The full name, address and date of birth of each volunteer, regular visitor or student
- The date and hours of attendance agreed to for each volunteer, regular visitor or student who participates in the education and care service.
- Assign an educator or staff member to supervise the volunteer, regular visitor or student at all times s/he attends the education and care service
- Provide the educator or staff member with a clear outline of the range of activities in which the volunteer, regular visitor or student will be involved.
- Ensure the educator or staff member carries out an induction checklist with the student, regular visitor or volunteer.

All Educators and Staff will

- Ensure no student, regular visitor, volunteer or other person is left unsupervised with children or instructed to act outside of their delegation.

While in the education and care service

Volunteers, regular visitors or students will be required to:

- Wear sunsafe clothing and appropriate footwear that meets workplace health and safety guidelines.
- Arrive and depart on time
- Report to the office and sign in and out in the Visitors book
- Report to their designated supervisor
- Follow all instructions, directions and procedures as instructed by the supervising staff member
- Take responsibility for asking questions, gathering information and achieving any education, employment or training requirements
- Complete all tasks assigned to them by their education, employment and training organisation
- Accept and follow feedback and advice given by the supervising staff member about their tasks or performance
- Contribute to ongoing evaluation of their contributions and performance, and the benefits of these to children, families and staff
- Maintain a professional and respectful approach to staff, children and families at all times
- Maintain confidentiality in relation to staff, children and families at all times.

Volunteers, regular visitors and students will have their involvement in the education and care service terminated immediately if they place any person’s health, safety, welfare and/ or well-being at risk.

**Evaluation**

Volunteers, regular visitors and students provide positive contributions to the education and care service.
Legislative requirements

- Education and Care Services National Regulations, 2011.
- Bega Valley Shire Council, Occupational Health and Safety.

References

- Bega Valley Shire Council, Behaviour of Councillors and Staff (5.02.1) Code of Conduct Online: www.begavalley.nsw.gov.au
- Bega Valley Shire Council Work Health and Safety Policy (5.05) Online www.begavalley.nsw.gov.au
- Bega Valley Shire Council, Child Protection procedures. Online: www.begavalley.nsw.gov.au