

Family Day Care

Volunteer and Student Policy

Section: 7 Governance and Leadership

Policy ID Number: 7.7

Link to National Quality Standard: 7.1

Link to Education and Care Services National Legislation: r149, r168

1 Policy Statement

Family Day Care may accept volunteers and students if they are undertaking a relevant field of study or require work experience. The placement may occur within the Coordination Unit or a suitably qualified Educator's home.

2 Rationale

Family Day Care is committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all staff, Educators, Educator household members, work experience/work placement students and volunteers irrespective of their involvement in child related duties.

Family Day Care acknowledges the benefits of the provision of programs that support volunteer and student engagements.

3 Procedures

- Any person wishing to become a student or volunteer with Family Day Care (FDC) will be assessed on their suitability to carry out the work required in FDC and the timing of the request in relation to the potential impact on the Coordination Unit or Educator. The assessment will determine if the placement is to occur in the Coordination Unit or an Educator's home.
- If the placement request is for experience working directly with children in an Educator's home, the Coordination Unit will discuss the request with suitably qualified Educator's and determine their interest and ability to manage supervision of a student or volunteer. Placement in an Educator's home will only occur if both the Educator and Coordination Unit are confident to proceed.
- All volunteers and students must be aged 18 years of age or over and provide a:
 - Criminal History Check which was issued 6 months or less prior to them commencing their placement; and
 - Current Working with Children Clearance or VIT registration.
- All volunteers and students will complete a Volunteer or Student Record. This will be kept at the Coordination Unit and if the placement is in an Educator's home a copy will be provided to the Educator.
- Volunteers and students will be inducted on commencement. This will vary depending on whether it is in the Coordination Unit or an Educator's home, and the objectives of the placement. Induction will require adherence to all relevant legislation, Council policies and procedures, the council Employee Code of Conduct, and occupational health and safety requirements. It is expected the student or volunteer will adhere to these always.
- A work schedule will be developed on commencement. This will be done with the student or volunteer and either the Coordination Unit or Educator. The work schedule will consider the specific goals of the volunteer or student and be in line with their relevant field of study or interest. It will also take into consideration their experience, skills and capabilities.
 - If the arrangement is between a student or volunteer and an Educator, the Coordination Unit can assist to develop this schedule if support is required.
- For placements in the Coordination Unit one staff member will take a lead role to support the students and volunteers, including their induction and supervision during the placement and

ensuring they adhere to all relevant legislative and Council requirements. will also be available to take part in any triadic assessments of students with their training institution. However, during the placement, the students or volunteers will be supported and supervised by all members of the team

- When student or volunteers are on placement in an Educator’s home, the Educator will support and supervise the placement and the Coordination Unit will support the Educator’s participation in a triadic assessment.
- An Educator supervising a student or volunteer must notify the Coordination Unit immediately if they are concerned about any behaviours, practices or are aware the student or volunteer has breached legislation and/or Council policies and procedures.
- The Coordination Unit can terminate a student or volunteer placement if the student or volunteer has breached any relevant legislative requirements or Council policies and procedures, including the Employee Code of Conduct.
- Students and volunteers must be supervised at all times regardless of the location of their placement. They will not be left alone with children and will not be included in any child to Educator ratios.
- Students will be required to have their own professional and personal liability insurance cover or be covered through their organisation.
- The Coordination Unit will work with Council’s Human Resources Department to ensure any volunteers have appropriate public liability coverage.

5 References

- [Education and Care Services National Law Act](#)
- [Education and Care Services National Regulations](#)
- [Child Safe Standards](#)
- [Moreland City Council Policies](#)
- [ACECQA](#)
- Code of Ethics

Revision History

| Date | Revision No. | Revision Section | Revision Description |
|---------------|------------------|------------------|---|
| December 2016 | 1.0 | All | Initial Policy Release (creation date) |
| October 2021 | 2.0 | All | Updated from old Policy to new format and current information |
| October 2024 | Next Review Date | | |

This policy and procedure supersedes the one in the Family Day Care Policy Manual dated 2016.