

Participation of Volunteers and Students Policy

Purpose

At Peak Sports and Learning, we value the meaningful participation of students and volunteers as part of our learning community. Their involvement enhances our program, builds connections within the community, and supports the professional development of future educators.

This policy provides clear guidelines for the engagement of students and volunteers, ensuring their presence contributes positively to our service while maintaining our unwavering commitment to the health, safety, and wellbeing of children.

Students, volunteers, and visitors are warmly welcomed into our services; however, the care, protection, and best interests of the children remain our first priority at all times.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Law: Ss 170, 175 Regulations: 83, 84, 120, 145, 149, 168, 170, 172	Quality Area 7 7.1, 7.1.1, 7.1.2, 7.1.3 7.2, 7.2.2, 7.2.3	Staffing Ratios Policy Child Safe Environment - Supervision Policy Code of Conduct Communication and support for Staff, Volunteers and Parents Policy	MTOP Outcome 1 Child Safe Standards

Definitions

Student

An individual undertaking a practicum placement as part of a recognised education or care qualification, such as a Certificate III, Certificate IV in School Age Education and Care, or a Diploma in Early Childhood Education and Care. Students are supported by an educational institution and are completing structured learning objectives as part of their placement.

Volunteer

A person who willingly undertakes defined tasks in an unpaid capacity to support the education and care program. These tasks may include assisting educators, preparing materials or food, supporting administrative functions, or engaging with children during supervised activities.

Procedures

Peak Sports and Learning values the contribution of students and volunteers and is committed to creating a safe, respectful, and professionally enriching environment for all involved. Participation is encouraged where it enhances service quality and aligns with our commitment to child safety.

Peak Sports and Learning Will:

- Maintain active relationships with educational institutions to support student placements.
- Offer meaningful volunteer roles that complement (but do not replace) paid staff duties.
- Ensure child safety remains the top priority when engaging with students and volunteers.
- Provide orientation and induction prior to commencement, including:
 - Service Induction
 - Introduction to the team
 - Emergency exits and safety information
 - Review of relevant policies and procedures
- Require completion of a Working with Children Check (WWCC) for all individuals 18 years and older prior to starting placement.
- Collect and maintain the following for each student/volunteer:
 - Full name, address, date of birth
 - Daily sign-in/out with date and hours of attendance
 - Record of WWCC details
 - Completed Induction Checklist and Application Form
 - Signed Confidentiality Agreement
- Assign a supervising educator or mentor for the duration of the placement.
- Ensure volunteers have a clearly labelled lanyard or badge to ensure families understand they are in a volunteer capacity.
- Ensure students and volunteers are never left alone with a child and are not included in educator-to-child ratios.
- Ensure all students and volunteers adhere to the Code of Conduct and relevant child protection obligations.

Roles and Responsibilities

Volunteers and Students Can Expect:

- A safe and welcoming environment
- Supervision and guidance from experienced educators
- Clear expectations aligned with placement goals or volunteer roles
- Recognition and inclusion as part of the team

Volunteers May Be Involved In:

- Assisting educators with group or individual activities
- Preparing craft materials or food under supervision
- Supporting set-up or clean-up routines
- Engaging in reading or play-based experiences with children

Prohibited Duties

Students and volunteers must not be asked to perform tasks:

- For which they are not trained or qualified
- That involve unsupervised contact with children

- That create a conflict of interest or breach privacy/confidentiality
- That place the child or volunteer in a vulnerable or unsafe situation

Record Keeping

In line with *Education and Care Services National Regulations*:

- The staff record will include full name, address, DOB, and WWCC details for every volunteer or student.
- A daily participation record will be maintained, noting dates and hours of attendance.
- All documentation will be stored securely in accordance with our Privacy and Confidentiality Policy.

Version Control Table

Version Control	Date Released	Next Review	Approved by	Amendment
1	Jan 2014	March 2018	Directors	Amendments to procedures as needed annually.
2	March 2018	September 2019	Directors	Version Control table introduced. Rewritten and edited to reflect 2018 updated Quality Standards.
3	March 2020	November 2022	Directors	Reviewed with no amendments. Moved to new document review timeline.
4	November 2022	November 2024	Director	All volunteers or students are to adhere to the same Code of Conduct and are educated about requirements under Child Safe Standards to protect children and young persons from harm.
5	November 2024	November 2025	Directors	Update to wording and considerations.