

Participation of Volunteers and Students on Practicum Policy

Purpose

The Directors of Peak Sports and Learning recognise the importance of staff and volunteers in the delivery of day to day programs and Peak Sports and Learning’s service goals and philosophies. This policy will provide guidelines for the engagement and participation of volunteers and students at Peak Sports and Learning, while ensuring that children’s health, safety and wellbeing is protected at all times.

Considerations

Education and Care Services National Regulations	National Quality Standard/s	Other Service policies/documentation	Other
Regulation 168 Law: Ss 169, 170	Quality Area 2 Standard 2.1, 2.2 Quality Area 4 Standard 4.1, 4.2 Quality Area 6 Element 6.2.3	Staffing Arrangements Policy Supervision of Children Policy Communication and support for Staff, Volunteers and Parents Policy	MTOP Outcome 1

Definitions

For the purpose of this policy the following definitions have been established.

Student: A person undertaking a practicum placement as part of a recognised early childhood Qualification or cert IV in Outside School Hours Care. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person who willingly undertakes defined activities to support the education and care programs at a children’s service in an unpaid or honorary capacity. These activities may include direct contact with children, administrative tasks, or preparing materials or food.

Procedures

Volunteers and students may participate in programs and activities at the service from time to time in order to observe and experience the education and care Peak Sports and Learning provides. This will be encouraged and facilitated by Peak Sports and Learning wherever appropriate and possible.

Peak Sports and Learning is committed to:

- Supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- Building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- Ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers or students.

At Peak Sports and Learning Volunteers and students can expect:

- A safe and well-managed workplace
- Meaningful work experience with appropriate direction, supervision and training
- An environment that is rich with educational experiences
- Recognition for their contribution.

Role of Volunteers

- The role that volunteers play at Peak Sports and Learning varies and can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children.

Prior to Commencement

Peak Sports and Learning is responsible for ensuring that:

- The volunteer/student is suitable to work with children.
- Children's health, safety and wellbeing will be protected and maintained at all times.
- A Working with Children Check is obtained from the volunteer/student (who is aged 18 years or over). This will be sighted and a record of it will be kept by the Nominated Supervisor.
- Volunteers will only be engaged to complement, not replace, the work of paid staff.
- All volunteers are interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether the volunteer's goals can be achieved.
- All volunteers or students on practicum fill out an induction checklist before commencing.

Volunteers and Students must not be asked to perform tasks:

- That they are untrained, unqualified or too inexperienced to undertake
- That put the children or themselves in a vulnerable or potentially unsafe situation
- Where there is a conflict of interest.

Record Keeping

- It is a requirement under the Education and Care Services National Regulations 2011 that the Approved Provider uses the staff record to document the details of all students and volunteers.
- The staff record must include the full name, address and date of birth of each student or volunteer who participates at the service.

- Peak Sports and Learning will keep a record for each day on which the student or volunteer participates at the service, including the date and the hours of participation.

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.