



Nature Alliance Family Day Care Service

Participation of Volunteer & Students



POLICY IN THIS SECTION AS REQUIRED BY

Education and Care Services National Regulations, 2012 – 149, 165

(R.149 refers to centre-based services but a family day care service can align R.149. if utilising volunteers and or students).

PURPOSE

To provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from Family Day Care Service staff and Family Day Care Educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience.

SCOPE

This Policy applies to Family Day Care Educators, the Family Day Care Service, volunteers and students on practicum placements.

PRINCIPLE

To provide opportunities for the training needs of volunteers and students in Family Day Care.

POLICY

To provide a clear and understandable process to allow for volunteers and students to participate in the Family Day Care Service. A registration process will be followed. This process will ensure that parents rights are respected and the safety and wellbeing of all involved is considered and procedures implemented.

PROCEDURES

The Family Day Care Service Can Offer Placements To

- 1) High school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation for the student to participate.
- 2) Students attending other registered training organisations and studying in a relevant field, such as childcare, teaching, recreation or community services where the training organisation has initiated the placement, identified the students suitability, worked with the nominated supervisor in relation to times and expectations and provided written confirmation via email for the student to participate.
- 3) Volunteers and students who have a WWCC and a current National Police Clearance (if over 18 years of age).

The Family Day Care Service Will

- 1) Provide students and volunteers with a registration package which includes guidelines identifying their responsibilities, expectations, and the Nature Alliance FDC Code of Conduct.
- 2) Check that all students and volunteers over the age of 18 years have completed a Working with Children Check and National Police Clearance (less than 6 months old) prior to commencing at the family day care service. The Working with Children Check will be checked and registered as per Nature Alliance work practices.
- 3) Advise the Educator to implement the registration process that includes the orientation checklist which is signed by the Educator, student or volunteer and forwarded to the service once completed.
- 4) Advise the educator to notify parents of the applicants intention to be on the premises and gain parents written acknowledgement from those whose children will be in care on the specified days. A copy of this completed document is to be forwarded to the service prior to the student/volunteer commencing.
- 5) Require students and volunteers to abide by *Education and Care Services National Regulations 2012* while on placement.
- 6) Provide students and volunteers with access to Family Day Care Service policies and procedures.
- 7) Expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development.
- 8) Maintain a register of all students and volunteers attending a family day care service.
- 9) Ensure all Family Day Care Educators maintain a record of any students or volunteers attending a Family Day Care residence/approved venue.

The Educator Will

- 1) Maintain a record of all students and regular volunteers attending family day care service and forward this to the service at the end of the placement or as requested by the service. The visitors record may be used for approved volunteers who only attend the service on an irregular basis.

SUPPORTING DOCUMENTS:

Policy 1.6 Child Protection.

Student and Volunteer Registration Form (NA-SVFRM- 0003)

Student and Volunteer Orientation Checklist (NA -SVFRM- 0005)

Parent Acknowledgement of Student Placement (NA- FRM-39)

Student Volunteer Attendance Record (NA-SVFRM- 004)

Student /Volunteer Register

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