

Volunteers and Students Policy



Review Date: 20/05/2028

Introduction

Our preschools are committed to providing a safe, nurturing, and child-centred environment where the **safety, welfare and wellbeing of every child is paramount**.

In line with the **NSW Child Safe Scheme** the **Child Safe Standards**, and the **Education and Care Services National Law and Regulations**, we ensure that all volunteers and students contribute positively to children's learning while upholding the highest standards of safety and professionalism.

We value the participation of volunteers and students as an important connection to our community and as an opportunity to support the development of future educators.

Goals – What are we going to do?

- Support meaningful volunteer and student participation that enriches children's experiences and strengthens community connections.
- Provide high quality learning opportunities for students completing vocational or tertiary placements.
- Ensure all volunteer and student involvement aligns with the Paramountcy Principle, the Child Safe Standards, and all relevant legislation.

Strategies - How will it be done?

Child Safety Requirements

- All volunteers and students must comply with the **NSW Child Safe Standards**, including child-safe conduct, reporting obligations, and safe physical and online environments.
- The **Paramountcy Principle** guides all decisions: the child's safety, welfare and wellbeing come first.
- A **Working With Children Check (WWCC)** is required unless exempt (e.g., volunteers or students under 18).
- All volunteers and students must complete Child Safe Training, as required by law.
- Individuals under 18 must have their identity verified and be **directly supervised at all times**.

2. Supervision

- Volunteers and students **must never be counted in educator-to-child ratios** and cannot replace paid staff.

- No person under 18 may be left alone with a child (Regulation 120).
- Volunteers and students must always work under the direction and supervision of qualified educators.

3. Induction and Documentation

Before commencing, volunteers and students must provide:

- Full name, address, and date of birth
- WWCC (if applicable)
- A written statement outlining placement expectations
- A display poster with their name, photo, background, course, and placement dates
- Completion of the service's induction and sign-in procedures

4. Conduct and Professional Expectations

Volunteers and students must:

- Follow all service policies, including **Child Safe, Code of Conduct, Digital Technology, and Privacy** policies.
- Not use personal mobile phones, cameras, or recording devices in children's areas.
- Maintain confidentiality at all times.
- Never use inappropriate discipline or any form of corporal punishment.
- Not bring, use or be under the influence of tobacco products, vaping devices, alcohol, or any other prohibited substances while attending the service.

The placement of students or volunteers at the service will be terminated if they do not adhere to the Service's policies and procedures, or for conduct deemed by the Nominated Supervisors/Approved Providers, as inappropriate.

5. Reporting Obligations

- Volunteers and students must immediately report any concern, incident, injury, trauma, or illness to their supervising educator or the Nominated Supervisor before leaving the service.

- Any allegation or incident of physical or sexual abuse must be reported to the Regulatory Authority within 24 hours.

Roles and Responsibilities

Approved Provider

- Ensure compliance with Education and Care Services National Law, National Regulations 2011, and Child Safe Standards.
- Ensure volunteers, students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Maintain accurate records of all volunteers and students (Regulation 149).
- Ensure any allegation, complaint, or incident of physical or sexual abuse is reported to the Regulatory Authority within 24 hours.

Nominated Supervisor

- Ensure a full induction is completed before placement begins.
- Provide ongoing supervision, guidance, and monitoring, that the health, safety and wellbeing of children at the service is protected.
- Ensure volunteers and students follow all policies and procedures.
- Complete and document a **risk assessment** (Regulation 84B) before participation, identifying and controlling any risks to children's safety and wellbeing.
- Ensure the environment is free from prohibited substances.

Educators

- Supervise and support volunteers and students at all times, and ensure that the health, safety and wellbeing of children at the service is protected.
- Report any concerns or inappropriate behaviour to the supervisor immediately.
- Support safe, positive interactions between volunteers/students and children.

- Enable and encourage parents/guardians of children attending the service in their participation and involvement at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff.

Volunteers and Students

- Ensure they have provided all details required to complete the volunteer or student
- record.
- If under 18 years of age, ensure you are never left alone with a child and remain under direct supervision of an educator at all times
- Refrain from bringing tobacco products, vaping devices and e-liquids, alcohol, and other prohibited substances in accordance with Regulation 82 of the Education and Care Services National Regulations into the service environment.
- Undertake a working with children check (or equivalent) and presenting a current working with children check (or equivalent) (unless exempt due to being under the age of 18).
- Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within the service (refer to Privacy and Confidentiality policy).
- Comply with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertake the induction process and completing the induction checklist prior to commencement at the service.
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Do not use personal mobile phones, cameras, or recording devices in children's care or education areas, and follow all requirements regarding the taking and storing of images as set out in the service's Safe use of Digital Technology Policy.
- Volunteers will not subject any child to any form of corporal punishment or any
- unreasonable discipline as per the Law.

Legislation and Standards

This policy aligns with:

- **Education and Care Services National Law Act 2010**
- **Education and Care Services National Regulations 2011** (including Regs. 82, 84, 84B, 120, 149, 168, 170, 172)
- **NSW Child Safe Standards (2023)**
- **Children’s Guardian Act 2019 (NSW)**
- **Paramountcy Principle** under NSW child protection legislation

National Quality Standard: 2.2.1, 2.2.3, 6.2.3, 7.1.2

- Comply with all regulations, policies, and the Paramountcy Principle.

Families

- Comply with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, while attending the service.
- Support the service’s commitment to child safety.

Monitoring, Evaluation and Review

- This policy will be reviewed every two years or earlier if legislative changes occur or practice gaps are identified.
- Families and staff will be consulted during the review process.
- In accordance with Regulation 172, families will be notified at least 14 days before any significant policy change.

<p>Approved Provider Representative:</p> <p>Name:..... Ashliegh Mitchell</p> <p>Role: President</p> <p>Signature:</p> <p>Date Adopted:20 / 05 / 2026.....</p>
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REVIEW DATE:20 / 05 / 2028.....

POLICY REVISIONS		
Policy Reviewed/ Adopted	Approved Provider Representative	Review Date
20/05/2026	Ashliegh Mitchell	20/05/2028
01/12/2025	Ashliegh Mitchell	01/12/2027

