

Volunteers/Students/Visitors.

POLICY STATEMENT.

We will ensure the safe and proper care of the children in the centre by having clear guidelines for any person who enters the centre or is involved with the children in any way. Specific guidelines will be developed for all volunteers, students and visitors in the centre.

CONSIDERATIONS.

Prohibited Employment Legislation

Educational and Care Services National Regulations 168 (2) (iii)

PROCEDURE.

Volunteers

All volunteers must be interviewed by the Co-ordinator and provide two suitable referees and where possible references, before they will be able to work in the centre. All volunteers will be required to comply with the WWCC guidelines.

A job description will be drawn up for volunteers, clearly outlining their duties and expectations of the centre.

The Co-ordinator will provide a modified induction to the centre, which will include a tour of the centre, introductions to staff, job description for volunteers and code of conduct. The Co-ordinator will ensure that they are fully aware of their duties and the centres expectations.

All volunteers will be required to sign on and off.

Volunteers will be given a copy of relevant policies such as behaviour management.

Volunteers are not to discuss children's development or other issues with parents.

Volunteers must adhere to all areas of confidentiality.

Volunteers should never be left alone with or in charge of any children.

Volunteers will not be used to do tasks that the employed staff normally do.

Volunteers will be supernumerary when calculating basic staff:child ratios, except on excursions.

Volunteers will be invited to take part in social activities of the centres.

Students

Placements will be offered to:

High school students who wish to gain work experience as part of a school program.

The participating school must initiate the work experience, identify the students suitability and work with the Co-ordinator in relation to times and expectations.

The school must provide written authorisation for the student and a copy of their insurance. This will be kept on file. Students attending other registered training organisations and studying a relevant field, such as childcare, teaching, recreation or community services. The training organization must initiate the placement, identify the students suitability and work with the Co-ordinator in relation to times and expectations. The training organization must provide written authorisation for the student and a copy of

Grays Point Activity Centre Inc

their insurance. This will be kept on file. All placements will be negotiated through the Co-ordinator and placement be only accepted on the discretion of the Co-ordinator based on issues such as staff ability to supervise and be available to help the students.

After the Co-ordinator sees the placement as worthy they will seek approval for the placement from the Management at the next meeting or if unable to do so prior to the meeting, get approval from the Chairperson or other delegated management member.

Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the centre.

Students should be made aware of relevant policies such as behaviour management.

Students are not to discuss a child's development or other issues with the parents.

Students should adhere to all policies concerning confidentiality.

Students should never be left alone with or in charge of any children.

Students will not be used to do tasks that the employed staff normally do.

Visitors.

Visitors may be invited to the centre to stimulate the children's program.

Visitors could include local people or parents with a skill or ability to share with the children or staff or local community resources such as police, fire brigade etc.

All other visitors must make an appointment to see the Co-ordinator at a convenient time.

Professional access to the centre will be at the discretion of the Co-ordinator or Management or when required by law to do so.

Professionals include, union representatives, State and Federal Government Departmental Officers, Work Health and Safety inspectors, building inspectors and police officers.

Any unwelcome visitor will be calmly asked to leave the centre. If they refuse the Co-ordinator or staff member directed by the Co-ordinator will call the police for removal.

No staff member is to try to physically remove the unwelcome person, but try to remain calm and keep the person calm as far as possible.

DATE ENDORSED _____

DATE FOR REVIEW AND EVALUATION _____

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