



MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 14: Participation of volunteers and students

Rationale: Madge Sexton Kindergarten believes that all people can make a significant contribution to the Kindergarten community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that compliment and enrich the Kindergarten programmes, thus providing a wider range of interactions and experiences for children. Madge Sexton Kindergarten has a commitment to making sure the children attending the centre have the highest level of safety.

Statement of Intent:

To ensure the children's safety, any adult volunteering at Madge Sexton Kindergarten must have a valid "DCSI Child Related Employment Screening" before working with children. This clearance is required for volunteering during normal Kindergarten sessions. (Please note as of 2016, the Governing Council Committee no longer requires this unless they are responsible for employing an OSHC service) This clearance will not be needed for special events such as attending "Harmony Day" or "Mini Olympics" etc. or for attending excursions as although volunteers will be helping with supervision, Madge Sexton Kindergarten staff members will remain responsible for the children and be responsible for supervision at all times. Madge Sexton Kindergarten staff must be aware that parents and caregivers attending may not have a current DCSI Child Related Employment Screening and therefore ensure that all processes and practices in place keep our children safe.

Volunteer Selection Process:

The sustainability of volunteers to work at Kindergarten will be decided by the Director. This will be made in relation to the skills being offered.

Sequence of Steps for Volunteers:

1. Make formal contact with the Kindergarten to ascertain needs in regard to volunteers.
2. Consult the "DCSI Child Related Employment Screening Fact Sheet" located on the Madge Sexton Kindergarten website.
3. Any associated costs of lodging the form is to be paid by the person lodging the application (it is not the responsibility of the centre).
4. A person will be able to work in a volunteer's role at Madge Sexton Kindergarten when the following has been completed:
 - upon the Director sighting the approval to work as a volunteer "paperwork" i.e. DCSI Child Related Employment Screening clearance letter
 - participating in an interview with the Director using the DECD Volunteer Induction and Orientation Checklist
 - completing a Madge Sexton Kindergarten Volunteer Declaration
 - participation in a Responding to Abuse and Neglect – Education and Care Induction session
5. A register of current DCSI Child Related Employment Screening clearances are kept on site. DECD only recognises DCSI Child Related Employment Screening. No other Criminal Screening will be accepted as suitable for working with young children. The Criminal History Screening, once processed, lasts 3 years. A register of all parents and caregivers with current DCSI Child Related Employment Screening clearances will be kept for each year. This information will be asked for on a "Getting to know you and your child" form in each child's enrolment pack and parents/caregivers will be asked to bring a copy of it in if they have it. A copy of an application for a DCSI Child Related Employment Screening will also be included in each child's enrolment pack (to submit at an Australia Post office) for those parents/caregivers who wish to obtain one. (These are needed in most schools to be able to volunteer.)

Volunteer's responsibilities

The volunteer's most important responsibility relates to his/her duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if: they are very young; they have an intellectual or physical disability; they are newly arrived in Australia with English as a second language; or they experience emotional/physical neglect.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with children.
- Be involved in toileting children or assisting with changing clothes etc.
- Have unsupervised contact with children at any times.
- Encourage affection from or dependency in children e.g. by giving presents
- Have intentional physical contact with children (the supervising staff will provide comfort/first aid to a distressed child).
- Display harassing, bullying or intimidating behaviours towards children.
- Handle money. Parents are required to place all money in the Payment Box. Refer any questions to staff.

Volunteers must:

- Report to the Director or delegate on arrival and departure.
- Sign the "Visitors Register" on arrival and departure.
- Wear the provided name badge at all times.
- Refer all child concerns or behaviour issues to the supervising staff.
- Refer all requests to access preschool files to the Director.
- Notify the Kindergarten as early as possible if they are unable to fulfil their volunteer commitment.
- Take reasonable care of the health and safety of yourself and others who may be affected by your acts or omissions.
- Not recklessly or intentionally, interfere with or misuse anything provided in the interests of health and safety.
- Supply and use appropriate equipment in the correct manner, following consultation with the Director.
- While on site, maintain the work area in a well kept and orderly condition or equipment which may be hazardous to you in assessing your work area or undertaking work at this worksite.
- All information about children and families and staff at this centre must remain strictly confidential, in line with privacy principles.
- Dress appropriately with neat clothing and footwear (no thongs please) that allow ease of movement and full participation in activities with children. A broad brimmed hat is worn in Terms 1 and 4 as part of our Sun Protection Policy.
- Feel comfortable relating to children, families and staff but ensure all information is kept confidential and is not to leave the Kindergarten.

Interacting with children:

- Use positive and encouraging language.
- Encourage children to talk about what they have made, completed, etc.
- Encourage safe play both inside and outside, e.g. walking legs and quiet voices inside, walking on cement outside, etc.
- Encourage children to be actively engaged in activities and try new things.
- Encourage children to learn and practise new skills with minimal assistance.
- Refer all behavioural management issues to staff.
- Refer changing, toileting and first aid issues to staff.
- Interact with children in a caring and understanding manner, modelling correct and respectful speech.
- Refrain from touching children where at all possible.
- Treat all children equally

Suggested activities for volunteers:

CHILD BASED:

- Reading to children
- Helping children with the computers
- Playing games e.g. lotto, board games, puzzles
- Cooking with groups of children
- Helping children write their name and name their work
- Helping children with woodwork and other programmed activities
- Helping children learn new skills

ADMINISTRATIVE BASED:

- Toy and book repairs
- Sorting and cleaning construction equipment
- Tidying books and puzzles
- Preparing activities e.g. cutting, laminating, etc.
- Tidying shelves and storage
- Washing and cleaning equipment
- Gardening
- Filing

Cancellation of Agreement:

The Director has the discretion at any time to consider the circumstances of volunteers working with children. If volunteers are not working or behaving in an appropriate manner, the person will be asked to leave. A failure to comply with the legal requirement, specific instructions related to health and safety, or the worksite's health and safety policies and procedures, and privacy disclosure principles will result in immediate removal from the premises, and such other action as may be appropriate.

Madge Sexton Kindergarten's Responsibilities to Volunteers:

- A staff member will be allocated to supervise a volunteer in each of the areas he/she works.
- Accurate records will be kept of a volunteer's training and work details.
- Volunteers will be provided with full induction training that will include guidelines for:
 - Responding to Abuse and Neglect – Education and Care Induction session (A DECD volunteer course will be offered)
 - Occupational Health & Safety Welfare Procedures
 - Duty of Care responsibilities to children
 - Confidentiality requirements
 - Training specific to the area of volunteer work
 - Appropriate policies
- When a volunteer begins at our site we ensure they are welcomed and informed about safe work practices, policies and Centre practices. This is to ensure that they are knowledgeable about our Centre and are able to carry out their role with confidence. Madge Sexton Kindergarten has a folder of information that every new person who would like to be involved in the Centre's activities is required to read. This folder consists of relevant information which is important for the new person to have including an understanding and prior knowledge of our philosophy and goals, policies and procedures, roles and responsibilities whilst at Madge Sexton Kindergarten. The induction folder is kept in the office.

*It is a requirement that volunteers read the DECD Volunteers Working in Educational Sites & Settings and Screening and Suitability – Child Safety policy and complete the induction form.

<http://www.decd.sa.gov.au/docs/documents/1/VolunteersInEducational.pdf>

<http://www.decd.sa.gov.au/hrstaff/pages/default/screeningguide/>

<http://www.decd.sa.gov.au/docs/documents/1/ScreeningandCriminalHisto.pdf%22%20target=%22main>

Endorsed by Staff and Governing Council, September 2015 To be reviewed: September 2016

THIS POLICY MUST BE REVIEWED ON AN ANNUAL BASIS



MADGE SEXTON KINDERGARTEN

Volunteer Declaration

****CONFIDENTIAL****

VOLUNTEER PERSONAL INFORMATION:

Name:	
Address:	
Email Address:	
Home phone number:	Mobile phone number:
Emergency Contact Person 1 Name:	Emergency Contact Person 1 Phone No.:
Emergency Contact Person 2 Name:	Emergency Contact Person 2 Phone No.:
Medical Details: Please include here any medical details that are important for staff to know about. These may be medical conditions, allergies, etc. Please also provide information about any medication plans and where medication is kept etc. If there are things that you would like me to know about, but do not want shared with staff please tell me this below.	

PLEASE TICK AND SIGN BELOW:

- I will undergo a DCSI Child Related Employment Screening at my own expense if required.
- I am aware of the special responsibilities associated with working with children. (Or aware of the serious responsibility of ensuring that the Director is being accountable for the Kindergarten's organisational and financial operations.
- I declare that I do not have a criminal record and that there are no other circumstances or reasons that might preclude my working with/near children.
- I certify the accuracy of the above information and understand that it will be kept confidential.
- I have read Madge Sexton Kindergarten's Participation of Volunteers and Students policy and agree to abide by the guidelines set out.
- I have read the DECD Volunteers Working in Educational Sites & Setting and Screening and Suitability – Child Safety policy and understand what my role requires of me.
- I agree to participate in a Responding to Abuse and Neglect – Education and Care (RAN-EC) Induction Session for Volunteers provided to me by the Director or other appropriate provider at an agreed time if the Director deems it necessary.

VOLUNTEER

Name: _____ **Signed:** _____ **Date:** _____

PRESCHOOL DIRECTOR

Name: _____ **Signed:** _____ **Date:** _____