



MADGE SEXTON KINDERGARTEN

QUALITY AREA 4: STAFFING ARRANGEMENTS

Policy 14: Participation of volunteers and students

Rationale:

- Madge Sexton Kindergarten believes that the placement of volunteers and students on site should enhance the quality of what is already being provided at MSK and have a direct benefit for the children and staff. Therefore, volunteers and students will only be sought on a needs basis by the Staff and Governing Council, for task specific experiences to ensure that they are adding value to the existing programme.
- Madge Sexton Kindergarten has a commitment to making sure the children attending the centre have the highest level of safety and that families feel secure and confident in the adults they leave their child in the care of at MSK. Therefore, volunteers, when needed will only be sought from the parent/caregiver community.
- Madge Sexton Kindergarten is committed to supporting and sharing their skills and knowledge with students who are studying child related degrees and courses at secondary school, TAFE, and University. Therefore, preference will be given to students over volunteers when necessary.
- Madge Sexton Kindergarten is committed to engaging parents/caregivers in experiences with their child and therefore offers the following ways they can participate or be a part of the learning programme:
 - Joining Governing Council Committee
 - Participating on excursions
 - In task specific / 'one off' ways such as coming in to share a skill, expertise, experience, helping out in an experience, etc.
 - Cleaning, gardening, maintenance jobs
 - Taking home furniture and equipment repairs
 - Sharing / lending resources that enhance the learning programme
 - Participating in events held at Kindy each term including "Fitness-a-thon", Art Exhibition, etc.

Volunteer Selection Process:

The selection of volunteers to work at Madge Sexton Kindergarten will be decided by the Director in consultation with the Staff Team and Governing Council Committee. This will be made in relation to the following:

- Preference should be given to students who are studying child related courses including secondary school, TAFE and University.
- Volunteers should be sought from the parent/caregiver community on a needs basis and should enhance the quality of what is already being provided at MSK.
- Volunteers, with the exception of students should only be in attendance at MSK for no more than two days, and when here will be involved in task specific activities.
- Volunteers, with the exception of students will not be members of the general community.

Sequence of Steps for Parent / Caregiver Volunteers:

- Madge Sexton Kindergarten believes it is important to allow all Kindergarten children's parent/caregivers to help out for a task or specific activity if they want to and to do so they will need to:
 - Be a parent/caregiver of a current MSK child.
 - Volunteer for no more than two days at the Centre (with the exception of Governing Council Committee, excursions and events).
 - Read, agree to and sign a 'Student / Parent & Caregiver Volunteer Declaration' before they are allowed to volunteer. (See this at end of Policy.)
 - Understand that they are not allowed to take children to the toilets or assist them to change their clothes, with the exception of their own child. Toileting and the changing of clothes is the responsibility of staff members only.
 - Be over the age of 18.
- Parent/caregiver helpers are not required to have a DCSI clearance as at no times will they be left in sole charge of children or left alone with children. Children will be supervised by an educator at all times. However, if there is only a limited amount of helpers needed, preference will be given to those who have a current DCSI Child Related Employment Screening clearance. This information will be asked when seeking volunteers for specific activities.
- Please note as of 2016, the Governing Council Committee no longer requires a DCSI clearance unless they are responsible for employing an OSHC service.

- A DCSI clearance will not be needed for special events such as attending “Open Days” or “Fitness-a-thon” etc. or for attending excursions as although parent/caregiver helpers 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.
- All helper’s details will be entered into the appropriate staff record for that day.
- Each parent/caregiver helper will be designated to the care of a particular MSK staff member who will be in charge of supervising and supporting them.

Sequence of Steps for Students (Secondary, TAFE, University):

- Make formal contact with the Kindergarten to ascertain needs in regard to students, including formal institution paperwork.
- Obtain a DCSI Child Related Employment Screening.
- 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).
- A person will be able to work in a student’s role at Madge Sexton Kindergarten when the following has been completed:
 - upon the Director sighting the approval to work as a student “paperwork” i.e. DCSI Child Related Employment Screening clearance letter
 - participating in an interview with the Director using the Department for Education Volunteer Induction and Orientation Checklist
 - **completing a Madge Sexton Kindergarten Student / Parent & Caregiver Volunteer Declaration**
 - participation in a Responding to Abuse and Neglect – Education and Care Induction session
- A register of current DCSI Child Related Employment Screening clearances are kept on site. Department for Education 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.

Student’s / Volunteer’s responsibilities

The student’s 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 students / 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.
- Communicate with parents regarding a child’s welfare or incidents that day, this is the role of the staff member.

Students / 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, 3 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:

- Work within the MSK philosophies, especially the view that children are competent and capable.
- 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

Cancellation of Agreement:

The Director has the discretion at any time to consider the circumstances of students / volunteers working with children. If students / 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 Students / Volunteers:

- A staff member will be allocated to supervise a student / volunteer in each of the areas he/she works.
- Accurate records will be kept of a student's / volunteer's training and work details.
- Students / 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 or should have been completed if a University Student)
 - 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, August 2018 To be reviewed: August 2019

THIS POLICY MUST BE REVIEWED ON AN ANNUAL BASIS



MADGE SEXTON KINDERGARTEN
Student / Parent & Caregiver Volunteer Declaration
****CONFIDENTIAL****

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.:
<p>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.</p>	

PLEASE TICK AND SIGN BELOW:

- I will follow the lead of the educators– not different rules for my child/group.
- I will treat the children as competent and capable – children are expected to be independent, have a go, etc.
- I will act as an educator to support the children in their learning, not doing it for them.
- I will stay in sight of my supervising educator at all times.
- I will not take children other than my own to the toilet or assist changing clothes of a child.
- I will check with an educator before I take any photos of children.
- I will not post any photos that I take to social media without permission from those children’s parents.
- I have considered if me participating in this Kindy experience will support my child’s learning experience (for those parents/caregivers whose child’s behaviour changes when you are around.)
- I will report any behaviour management concerns/wellbeing concerns of children to the educator in my group.
- I have not been/or am not currently being charged with a criminal offence that might preclude me from being in the presence of children.
- I will not make any physical contact with children other than my own except to hold hands for safety reasons, give a ‘high five’ or a handshake and understand that this is part of the children’s learning as part of the Child Protection Curriculum to keep them safe.
- I will support the staff members by being aware of members of public around me and notifying a staff member if I notice anyone behaving suspiciously to support the safety of the children.
- I am willing to undergo a DCSI Child Related Employment Screening at my own cost if requested by the Director.
- 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 – Governing Council committee members.)
- I certify the accuracy of the above information and understand that it will be kept confidential.
- I have read MSK’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 have read the MSK Governing Council Code of Practice and understand what my role requires of me. – GC com. members
- I have read the MSK Governing Council Constitution and understand what my role requires of me. – GC committee members
- I have completed / agree to participate in a Responding to Abuse and Neglect – Education and Care (RAN-EC) Induction Session provided to me by the Director or other appropriate provider at an agreed time if the Director deems it necessary.

STUDENT / PARENT & CAREGIVER VOLUNTEER

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

PRESCHOOL DIRECTOR

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