



Coowarra Out Of School Hours

Care Service Inc

Volunteers, Students and Visitors Policy

POLICY STATEMENT

Coowarra OOSH aims to 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.

PROCEDURE

Volunteers

All volunteers must meet with the Nominated Supervisor. All volunteers will be required to comply with the WWCC guidelines.

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

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

All volunteers will be required to sign on and off on the visitors log.

Volunteers will be made aware of relevant policies.

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 or in charge of any children.

Workplace 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



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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 organisation must initiate the placement, identify the students suitability and work with the Co-ordinator in relation to times and expectations. The training organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file.

All placements will be negotiated through the Nominated Supervisor and placement be only accepted on the discretion of the supervisor based on issues such as staff ability to supervise and be available to help the students.

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.

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.

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 Nominated supervisor at a convenient time.

Professional access to the centre will be at the discretion of the Nominated supervisor at a convenient time.

Professional access to the centre will be at the discretion of the Nominated supervisor or Management or when required by law to do so.



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

Any unwelcome visitor will be calmly asked to leave the centre. If they refuse the centre will go into lock down mode and the Nominated supervisor or educator as directed by the Nominated supervisor will call the police for removal.

No educator is to try and physically remove the unwelcome person, but try to remain calm and keep the person calm and defuse any conflict to ensure safety of children and educators at the service.

CONSIDERATIONS

Education and Care Services National Regulations	National Quality Standard	Other Service policies/documentation
EducationandCareServicesNationalLaw2010 Education and Care Services National Regulations		<ul style="list-style-type: none">- Parent Handbook- Staff Handbook- Providing a Child Safe Environment Policy

UPDATED AND ENDORSED: November 2022

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