

Volunteers



Policy

Records relating to volunteers at Janelle Street Centre will be maintained. Educators and staff will abide by regulatory protocol when volunteers are in the service.

Background

Volunteers include clergy, church members, community members, parents etc. who come into the centre to assist in any way.

Practices

- All volunteers must supply a *Working With Children Check* number and expiry date before entering the centre. Full name, DOB, and current address must also be supplied
- *Working With Children Checks* must be verified by centre management before a volunteer is permitted to enter the centre
- Volunteers will undergo a volunteer induction and refresh themselves on the guidelines for volunteering in the centre at the beginning of each calendar year or on their first visit in the calendar year
- Volunteers will read, understand, complete and sign an induction form before being permitted to enter the centre

Educators will:

- Welcome volunteers to the service
- Direct volunteers appropriately and make the Responsible Person aware of a volunteer presence in Janelle Street Centre
- Ensure volunteers are not left unattended with children under any circumstance

Guidelines

- Volunteers must sign into and out of the visitors' book on each visit including the times and the reason for the visit
- Volunteers are under the direction of educators and staff at all times
- Volunteers are not permitted in the children's bathrooms, cot rooms or sleeping areas at any time
- A volunteer must never be alone with any child.
- Volunteers are not permitted to pick up, carry, supervise or change children

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 149, 168 and 177
- www.dese.gov.au (accessed November 9, 2022)
- www.earlychildhoodaustralia.org.au (accessed November 9, 2022)
- www.cela.org.au (accessed November 9, 2022)

Adopted: April 1, 2020

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