



Woolooware Outside School Hours Care

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VOLUNTEERS, STUDENTS AND VISITORS POLICY

POLICY STATEMENT

Woolooware Outside School Hours Care aims to ensure the safe and proper care of the children 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. All volunteers, students and visitors will be informed of their expectations and requirements related to safety and the proper care of children.

CONSIDERATIONS

All practices will be in accordance with the OSHC Code of Professional Standards. We will encourage positive and open communication between all parties involved.

National Quality Standards 4.2, 7.1, 7.2 & 7.3

PROCEDURES

Volunteers:

- All volunteers must be interviewed by the Coordinator and provide two suitable referees and where possible references, before they will be able to work in the service. 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 service.
- The Coordinator will provide a induction to the service, including a tour, introductions to all educators, a copy of the job description for the volunteers and a copy of the Code of Conduct. The Coordinator will ensure that they are fully aware of their duties and the services expectations.
- All volunteers will be required to sign on and off.
- All volunteers will be given a copy of relevant policies such a 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 made to do tasks that the employed educators normally do.
- Volunteers will not be counted when calculating basic educator : child ratios, except on excursions.
- Volunteers will be invited to take part in social activities of the service eg centre shows, Christmas parties etc.

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 Coordinator in relation to times and expectations.



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- The school must provide written authorisation for the student and a copy of their insurance. This is to be kept on file at the centre.
- 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 the times and expectations. The organisation must provide written authorisation for the student and a copy of their insurance. This must be kept on file.
- All student 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 staffing and staff available to help the student and supervision
- After the Co-ordinator sees the placement as worthy they will seek approval the the placement to go ahead from the Management Committee at the next meeting or if unable to do so prior to the meeting, the Co-ordinator will get approval from the Chairperson or another Management member.
- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the centre.
- Students will 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 or in charge of any children. Staff are to supervise children, at all times.
- Students will not be used to do tasks that the employed staff normally do. For example Roll Call, phoning parents etc.

Visitors:

- Visitors may be invited by staff or Management Committee 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, RSPCA etc.
- All other visitors must make an appointment to see the Co-ordinator at a convenient time.
- On arrival and departure of the centre staff are to direct the visitor/s to the "Record of Visitors" Sign in/out sheet. Visitors are to fill out the form to provide evidence of there attendance.
- 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, Occupational Health and Safety inspectors, building inspectors and police officers.
- Any unwelcome visitors 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 much as possible.

DATE ENDORSED: April 26, 2021

DATE FOR REVIEW AND EVALUATION: April 26, 2023