



Policy and Procedure

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VISITORS, VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENTS

1. POLICY STATEMENT AND/OR PURPOSE

Catholic Early Learning and Care is responsible for ensuring the safety and wellbeing of children at the service. The purpose of this policy is to provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from CELC Service educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience.

2. APPLICATION

This procedure applies to all Catholic Early Learning and Care Services in the Diocese of Cairns, as well as all educators, volunteers and students on practicum placements.

3. PROCEDURE

Catholic Early Learning and Care Services can offer placements to:

1. High school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation for the student to participate.
2. Students attending other registered training organisations and studying in a relevant field, such as early years education, teaching, recreation or community services where the training organisation has initiated the placement, identified the student's suitability, worked with the Nominated Supervisor in relation to times and expectations and provided written authorisation for the student to participate.

Visitors to services are a regular occurrence. These may include potential families, practicum students, traineeships, volunteers, auditors or maintenance personnel. The presence of visitors at the service must be monitored and documented using the OWNA app.

Visitors:

- Welcome visitors to the service and seek information on their reason for visiting.
- Direct visitors appropriately and make the Nominated Supervisor aware of a visitor's presence in the service.
- Welcome family and friends to visit and participate at any time.
- Document the visitor's arrival and departure in OWNA.

Students or Volunteers:

A volunteer is anyone who voluntarily engages in work for a service. Volunteers are engaged in many different capacities. If engaged in directly working with children, they are to be given special training (or

have appropriate qualifications) and should be under the supervision of a qualified or experienced member of staff.

Any individual who accepts a volunteer position within an Early Learning service will have to obtain a Volunteer Blue Card prior to commencing work unless they are exempt under Blue Card Services regulations.

When a volunteer or student is engaged to assist the work undertaken in a service, the following issues need to be addressed:

- Volunteers and students will take part in the CELC onboarding process on commencement. This may be conducted at CELC HQ or at the service (which in some instances, may be more appropriate)
- All students and volunteers must sign a Confidentiality Agreement.
- The volunteer will be informed that they are not covered by Work Cover but are covered by the Diocesan Insurance Policy which means that they are covered for death or injury whilst working at the service. There is also cover for some medical costs paid only if Medicare does not cover such costs.
- Volunteers may be reimbursed for fares or travel costs incurred relevant to the job and may also be reimbursed for any other approved out-of-pocket expenses.
- Volunteers will not be paid for work done in money or kind, e.g. board and lodgings. Any such arrangements could prejudice their volunteer status.
- Volunteers are important to the work of the service and as such should be invited to staff formation days and to special social functions.
- Students undertaking a School Based Traineeship will be paid by CELC at the rate identified in their agreement.
- Students undertaking a School Based Traineeship must present all relevant documentation from their training provider and school to the Nominated Supervisor and keep the Nominated Supervisor apprised of their requirements and responsibilities.
- Students undertaking a practicum placement must present all relevant documentation from their training institution to the Nominated Supervisor and keep the Nominated Supervisor apprised of their requirements and responsibilities.

Volunteers/students will:

- Ensure they have signed in and out each day using OWNA.
- Ensure they have provided all details required to complete the staff record.
- Undertake a Blue Card check and present a current blue card, as applicable.
- Comply with the requirements of the Education and Care Services National Regulations and with all service policies and procedures, including the code of conduct policy, while at the service.
- Follow the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

The Nominated Supervisor will:

- Assist with and verify the volunteer or student's induction processes
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- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors and students at the service.
- Ensure that all volunteers/students are adequately supervised at all times and that the health, safety and wellbeing of children at the service is protected.
- Ensure that volunteers/students are not left with sole supervision of individual children or groups of children.
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.
- Provide guidance and support to students and volunteers.
- Provide volunteers/students with access to all service policies and procedures.
- Ensure that volunteers/students comply with the National Regulations and all service policies

and procedures.

- Provide volunteers/students with opportunities to learn and participate in a positive, encouraging environment.

Educators and Families will:

- Be aware of who they are providing access to the service for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

4. BREACHES OF THIS POLICY

Appropriate disciplinary action will be taken against a person who is found to have breached the requirements contained within this document. Action taken will depend on the nature and circumstance of each breach and could include: an official warning and note on the individual's personnel file; a formal written and/or verbal apology; counselling; demotion; transfer; or suspension or dismissal for very serious matters.

5. ENQUIRIES

Catholic Early Learning and Care Director - admin@cclc.catholic.org.au

6. SEE ALSO

Legislation

- Education and Care Services National Regulations 2011
- Regulation 54,146,150
- Education and Care Services National Law Act 2010
- The National Quality Standards for Education and Care Services 2009

7. APPROVAL



Alison Forster
Director
Catholic Early Learning and Care

Date: 25/03/2024