

## CEEC SV POL VOLUNTEERS AND STUDENTS POLICY

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Related policy documents	Archdiocese Of Brisbane - Volunteering In The Archdiocese Handbook CEEC SV POL Conflict Of Interest Policy CEEC SV POL Blue Card Policy
Related legislation	Education And Care Services National Law Act 2010 Education And Care Services National Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework NSW Children And Young Person's (Care And Protection) Act 1998 Commission For Children And Young People Act 1998 Child Protection (Prohibited Employment) Act 1998 Ombudsman Act 1974 (With Relevant Child Protection Amendments)

### PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane acknowledges the importance of having students and volunteers participate in our education and care program.

### SCOPE

This policy applies to staff members as defined in the Education and Care Services National Law Act.

### 1. POLICY STATEMENT

- 1.1 This policy has been developed to provide transparency and deliver concise guidelines to ensure the safe appointment of students and volunteers to a Catholic Early EdCare Services.
- 1.2 Catholic Early EdCare Services are encouraged to facilitate the appropriate inclusion of volunteers and students in services in a manner that is compliant, appropriate and ensure as far as reasonably practicable the safety of staff, children and the Service in general.

- 1.3 All volunteers must be appointed in accordance with the “Volunteering in the Archdiocese Handbook” and supporting documents.
- 1.4 Students and volunteers will be given concise guidelines of their role and responsibilities with the education and care program throughout all our service types.
- 1.5 The inclusion of students for work experience, practicum placement or research purposes will be discussed with a representative of the Approved Provider (Area Supervisor) prior to arrangements being made with the student or educational institution.
- 1.6 Services are required to inform Parents/Carer prior to the inclusion of volunteers and students.
- 1.7 All students and volunteers must hold a valid Blue Card prior to commencing at a Catholic Early EdCare Service.
- 1.8 Students and Volunteers are not permitted to take (and use) photographs or video footage of children in the care of Catholic Early EdCare without the written permission of Parents/Carers. Catholic Early EdCare Services are not permitted to provide phone numbers, email address (or other personally information) of Parents/Carers (and children) to students and volunteers to assist with the facilitation of written approval.

## **2. SUPERVISION**

- 2.1 Students and volunteers within a Catholic Early EdCare Service are to be under the supervision of trained and competent Catholic Early EdCare staff at all times and are not to be considered as part of a child/staff ratio.

## **3. PARTICIPATION OF STUDENTS AND VOLUNTEERS**

- 3.1 Students and Volunteers may operate in many different capacities. If working directly with children, students and volunteers are to be under the supervision of a qualified or experienced worker at all times. Students and volunteers are not to be left alone to supervise children at any time during their placement.
- 3.2 For NSW services, students and volunteers must hold a valid Working with Children Check prior to commencing work. It is not sufficient to have submitted an application.
- 3.3 The New Student Engagement Form and Student Confidentiality Agreement are to be completed immediately upon commencement of the placement for all students.
- 3.4 All students are to complete the Catholic Early EdCare Student Induction Process prior to commencing work with children and/or research.
- 3.5 If applicable, copies of enrolment in the relevant qualifications are to be kept on file.
- 3.6 It is the responsibility of the Director/Coordinator to provide an induction and training to a student prior to commencement. Training is to be provided to students in the following Catholic Early EdCare policies relating to WHS, Emergency Management, Manual Handling and Harassment. Depending on the tasks to be performance, training may be required in food safety.
- 3.7 Parents/Carers will be informed prior to a student and/or volunteer working directly with children.

- 3.8 Where a student is undertaking a research project the research plan/outline must be approved by a representative of the Approved Provider (Area supervisor) and permission sought from Parents/Carers before children participate.

## 4. SUPPORTING DOCUMENTS

- 4.1 Appendix 1 – Volunteer Application
- 4.2 Appendix 2 – Volunteer Task Description
- 4.3 Appendix 3 – Volunteer Engagement Letter
- 4.4 Appendix 4 – Volunteers Rights and Responsibilities Summary
- 4.5 Appendix 5 - Confidentiality Agreement
- 4.6 Appendix 6 – New Volunteer Engagement Form
- 4.7 Appendix 7 – Volunteer Induction Process
- 4.8 Appendix 8 – Catholic Social Teaching
- 4.9 Checklist – Health and Safety Induction
- 4.10 Parish Volunteer Register Template
- 4.11 New Student Engagement Form
- 4.12 Student Confidentiality Agreement
- 4.13 Student Induction Process

## COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

## IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

## DEFINITIONS

Educational Institution	Registered training organisation including TAFE, university and schools.
Student	A student is anyone engaged in a course of study approved to undertake work experience, practicum or research in a service as a part of their study course
Volunteer	A volunteer is anyone who engages in work for a service without expectation of remuneration.

## 5. RECORD KEEPING

- 5.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 5.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 5.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 5.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 5.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 5.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.