

Coonamble Public School Preschool



Preschool Volunteer and Work Experience and Education Students Induction Procedure

Associated National Quality Standards	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
4.1 4.2 7.1	Regulation 135 Regulation 136 Regulation 149 Regulation 151	Leading and Operating Department Preschool Guidelines Working with Children Check Policy Code of Conduct Policy Management of Conduct and Performance
Pre-reading and reference documents		
Early Childhood Australia’s Code of Ethics ACECQA qualification checker ACECQA Information Sheet: Belonging, Being and Becoming for Educators Child Safe Standards NSW		
Staff roles and responsibilities		
School principal	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> · the preschool is compliant with legislative standards related to this procedure at all times · all staff involved in the preschool are familiar with and implement this procedure · all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	

<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes:</p> <ul style="list-style-type: none"> · analysing complaints, incidents or issues and what the implications are for the updates to this procedure · reflecting on how this procedure is informed by relevant recognised authorities · planning and discussing ways to engage with families and communities, including how changes are communicated · developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
<p>Preschool educators</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> · all staff in the preschool and daily practices comply with this procedure · this procedure is stored in the preschool and it is accessible to all staff, families, visitors and volunteers · that educators are actively involved in the review of this procedure, as required, or at least annually · the details of this procedure's review are documented.

Objective

Visitors to our preschool are a regular occurrence. Practicum teachers and internship students can be onsite for a negotiated block depending on their year of study and have additional requirements through universities/TAFE. Volunteers may choose to spend time in the preschool along with maintenance personnel, educators and staff from other preschools and other authorised volunteers. The presence of visitors must be monitored and documented. The preschool encourages students and volunteer participation, as we are committed to assisting students gain valuable experience in early childhood settings.

Coonamble Public School Preschool staff will maintain a safe and secure environment for other staff, the children, families and visitors to the preschool. The preschool will promote a positive role for volunteers work experience and education students and encourage a wide range of family participation.

CPS staff will:

- Ensure a copy of volunteers and education students information is retained on site. This will include their full name, date of birth and address.

- ensure all volunteers and education students who require a WWCC to participate in the preschool program have provided a copy of their WWCC details. This includes WWCC clearance number, expiry date and evidence of Department verification.
- ensure all volunteers, work experience and education students within the preschool are aware of relevant preschool and department policies, procedures and practices.
- ensure records relating to visitors and students to our preschool are maintained.
- abide by regulatory protocol at all times and ensure visitors also abide by protocol.
- promote a positive role for volunteers within the preschool.
- encourage a wide range of parent/family participation within the preschool.
- utilize the range of experiences, skills and interests which can be provided by the parents, families and community groups.
- provide support and clear guidelines for the operation of the volunteer program.
- provide recognition of the contribution made by the volunteer group.

Procedure

**Engagement of
Work Experience
and Education
Students**

All work experience and education students will be organised through the Coonamble Public School work experience and education student procedure. This ensures that their organisation first makes contact through appropriate CPS Assistant Principal, who will organise and check credentials and education setting protocols and expectations prior to the student beginning placement. The CPS Assistant Principal will then engage with the preschool staff to negotiate the students placement and discuss expectations. Prior to working in the preschool the student must provide 100 points of identity and a working with children check number and clearance. Work experience and education student credentials, address and birth date information must be provided to the preschool to be stored in the students file. Hours of engagement will be found in the attendance register, which the student will sign in and out of.

Upon commencement of the student workplace placement they will go through the induction checklist with an appropriate preschool staff member. A copy of the induction checklist will be given to the inductee and a copy must be stored with their student file.

Work experience and education students have the right to:

- Protection (a safe environment)
- Be listened to
- Supervision and instruction
- A real piece of work or task
- Promotion and variety
- Have the right tools for the job
- Contribute to the preschool program (where appropriate)

Work experience and education students have the responsibility to:

- Be conscientious
- Be punctual
- Be responsible for what they have agreed to do
- Be reliable
- Let the educators know if they are unable to work
- Maintain confidentiality
- Be a team member
- Seek support when needed
- Know their own limitations

Engagement of Volunteers

Volunteers may be engaged in a variety of ways such as through notes, posters or verbal interactions. This can all be done through the preschool, however, must be discussed with the preschool supervisor, prior to engagement.

A parent/carer volunteering at CPS Preschool must provide 100 points of identity, complete an Appendix 5 declaration and the school SAM must complete an eCPC person search.

A parent/carer volunteering at CPS Preschool and providing intimate personal care for a child or other volunteers to the preschool must provide a Working With Children Check Number, WWCC expiry and clearance, 100 points of identity and complete an Appendix 11 declaration. The school SAM must complete a person search and a volunteer screen through eCPC.

All volunteer credentials, address and birth date information must be provided to the preschool to be stored in the volunteers file. Hours of engagement will be found in the attendance register, which the volunteer will sign in and out of.

Prior to the volunteer commencing they must go through the induction checklist with an appropriate preschool staff member. A copy of the induction checklist will be given to the inductee and a copy must be stored with the volunteer's file.

Volunteers provide support at all levels within the preschool;

- Fundraising – guessing competitions, Easter and Christmas hampers, Mother's Day and Father's' Day stalls, etc. Fundraising is organised by members of the P&C Association with other people from the general parent body assisting as required.
- Education - sharing skills and interests with the children in the education program, e.g. playing musical instruments, demonstrating science experiments, introducing another language etc. Parents are encouraged to share skills and interests through notes and verbal conversations. As these are often "one off" experiences that vary, there is no position description. The experience is discussed with and supervised by staff, and parents are given a copy of the 'Volunteer, work experience and education student procedure'.
- Excursions - helping with special days, excursions, etc. Parents are to be supervised by paid staff at all times and only paid staff are to

attend to children's toileting and other personal needs etc. unless a formal plan is in place for a child. Parents will receive written and verbal instructions for the excursion before leaving the preschool. Attendance on excursions is open to all parents unless spaces are limited by the travel arrangements or venue, in which case the excursion will be advertised and the first parents adding their name to the volunteer list will be accepted.

- Cleaning/Maintenance – washing/ironing, working bees helping with odd jobs, sewing etc. “One off” maintenance jobs are advertised on Kinderloop and discussed in greater depth with volunteers.

Support, Monitoring, Evaluation and Recognition

- The educators are responsible for supporting the volunteer staff.
- Volunteers are to be supervised and supported by paid staff at all times.
- It is the paid staff's responsibility to train volunteers adequately until they feel confident with the task and volunteers are encouraged to ask for support as required.
- Paid staff members are to ensure that volunteers feel supported and valued with regular verbal thanks and discussion of value of role.
- The retention of volunteers in differing roles is also to be considered when evaluating the volunteer program.

Volunteers have the right to:

- Protection (a safe environment)
- Be listened to
- Decide when and how long to be available
- Supervision and instruction
- A real piece of work or task
- Promotion and variety
- Negotiate the job, times and days
- Know what the job is before starting
- Have the right tools for the job
- Contribute to the decision making process, where appropriate

Volunteers have the responsibility to:

- Be conscientious
- Be punctual

	<ul style="list-style-type: none"> ● Be responsible for what they have agreed to do ● Be reliable ● Let the educators know if they are unable to work ● Maintain confidentiality ● Dress in appropriate clothes for the role and in line with the Department of Education dress code. ● Support other volunteers ● Be a team member ● Seek support when needed ● Know their own limitations (time, money, physical needs, family and friendships)
<p>Administration</p>	<ul style="list-style-type: none"> ● Volunteers, work experience and education students personal details are to be found in the staff file cabinet and are to be treated confidentially. ● Personal records are reviewed as required. ● Volunteers, work experience and education students are to sign in and out of the attendance register at the preschool and also in the visitor's register at the school office, at each attendance. ● Volunteers, work experience and education students complete the same accident/injury report forms as paid staff. These records are kept in a secure place until the statute of limitations expires and then destroyed. ● Volunteers, work experience and education students are covered by Coonamble Public School Public Liability Insurance and Personal Accident Insurance for Volunteers. ● Volunteers, work experience and education students complete the same grievance forms as paid staff. ● It is the Nominated Supervisor's responsibility to ensure that volunteers, work experience and education students have a safe place to work free from any harassment.

CPS Staff Roles	<p>The Approved Provider, Nominated Supervisor or Certified Supervisor will:</p> <ul style="list-style-type: none"> • Maintain a Visitor’s Book and request all visitors to sign in to the preschool via the school administration office. • Ensure educators and staff members understand the regulatory and ethical guidelines relating to visitors to the preschool and will provide an induction protocol for all staff to use with all visitors. • Keep a record of all volunteers and students who spend time in the preschool. The record will include; <i>full name, address, date of birth, date and hours that each volunteer or student participates in the program.</i> This will be kept in the office. • Keep a record of the volunteers and students WWCC number, expiry and Department verification. • Be aware of protocols supplied by the Universities, TAFE and schools in relation to participating students. • Complete the induction process (below) with each new inductee <p>Educators and staff will:</p> <ul style="list-style-type: none"> • Welcome visitors to the preschool and seek information on their reason for coming. • Direct visitors to sign in at the main school office. • Direct visitors appropriately, have them complete the Visitor Book and make the Nominated Supervisor aware of a visitor at the preschool. • Welcome families to visit and participate at any time.
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Record of procedure’s review
Date of review and who was involved
30/8/2021 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Annette Thomson and Natalie Kenny
Key changes made and reason/s why
Format was changed to make the procedure more comprehensive and in line with the new format.
Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

23/11/2022 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Annette Thomson and Miriam McKewon

Key changes made and reason/s why

No changes made

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

Record of procedure's review

Date of review and who was involved

9/10/2023 Carolyn Jones, Leanne McMaster, Shiralee Robinson, Annette Thomson and Miriam McKewon

Key changes made and reason/s why

Addition of WWCC requirements and details requirements.

Record of communication of significant changes to relevant stakeholders

Procedure will be presented at the next P&C meeting by Annette Thomson and added to Kinderloop for parents/carers to view.

All volunteers, work experience and education students will be taken through an induction process.

The delivery of the process may be face to face or provision of reading material which can be conducted by the principal, assistant principal and preschool staff. All participating staff will be required to sign off on the completion of this information process.

Preschool Volunteer, Work Experience and Education Student Induction Record

Full Name of Inductee: _____ Date of Birth: _____

Address: _____

Contact number: _____ Date of Induction: _____

Supervisor of Induction: _____

Qualifications and courses completed	Signed and dated
100 points of identity <ul style="list-style-type: none">- <i>Early childhood or teacher education students completing practical training or undertaking an internship</i>- <i>Parents and close relatives volunteering</i>	
Working with children check number and clearance WWCC: _____ Expiry Date: _____ Printed evidence of Department verification of the WWCC: yes/no <ul style="list-style-type: none">- <i>Early childhood or teacher education students completing practical training or undertaking an internship</i>- <i>Parents and close relatives volunteering - providing personal care to a child or are part of a formal mentoring program</i>	
Appendix 5 Declaration <ul style="list-style-type: none">- <i>Parents and close relatives volunteering (not providing personal care to a child or are part of a formal mentoring program)</i>	
Appendix 11 Declaration <ul style="list-style-type: none">- <i>Parents and close relatives volunteering providing personal care to a child or are part of a formal mentoring program</i>- <i>Any other adult who will have indirect contact with the children.</i>	

Volunteer has been checked on the Department's Not to Be Employed (NTBE) database via EcPC - person search and screen as volunteer contractor	
Volunteer, work experience or education students full name, date of birth and address is recorded and kept in the staff file. (<i>regulation 149</i>)	

Key Documents and Websites Discussed	Copy provided	Online Access Granted	Located and/or Aware	Date & Signed
CPS Preschool Philosophy				
Code of Ethics				
Leading and Operating Department Preschool Guidelines				
Early Years Learning Framework - Practice, Principals and Outcomes				
Guide to the NQF				
Quality Improvement Plan				
Preschool Procedures				
Roles and responsibilities				
Break times and duty roster				
CPS Preschool Information brochure				
Procedures for emergencies and evacuation				
First aid equipment and emergency medication				
Staff and visitor sign on and first aid officer				
Individual children and their health needs or support required			discussed	
Introduction to staff			completed	
Tour of buildings (if unfamiliar)			completed	
Location of place to keep personal possessions, e.g. bag				
Location of adult toilet facilities				
Location of telephone (in room 1/ EIU/office) and protocol of use (short, local calls only)				
Volunteer - Explanation/training for the job, including any Work Health and Safety issues.			completed	
Discussion has been held around clothing/footwear appropriate for the role and what is in line with Department of Education Code of Conduct				
Location of materials required to complete tasks.				

Addressed their obligation under the child protection law to report to the school principal if they have reasonable grounds to suspect any risk of harm to a child or young person.			discussed	
Reminder of obligation of confidentiality			discussed	

Revised Monday 9/10/23