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Written By Nominated Supervisor	Reviewed By EHOOSH Committee	Approved By EHOOSH Committee	Supersedes creation	Effective Date August 2019

Eastwood Heights OOSH

Student and Volunteer Policy



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Revision Chronology:		
Version Number	Date	Reason for Change
1.0	April 2017	Creation
2.0	August 2019	Endorsed by OOSH executive committee

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1 POLICY STATEMENT

Our OSHC Service values the participation of students and volunteers. Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. Students and voluntary workers and Duke of Edinburgh Students are welcome at the Service; however, the children's care and safety are our first priority.

1.1 Purpose


Our OSHC Service supports participation of work placement students (including work experience students) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. We aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the services daily routine and assist in accordance with their qualification level to work with children under the National Quality Framework requirements.

1.2 Scope

This policy applies to children, families, educators management and visitors of the Service

2 IMPLEMENTATION

- Appoint an educator to be the 'Student Supervisor/mentor' for the duration of the placement.
- conduct an orientation for the student or volunteer including taking the student or volunteer on a tour of the OSHC Service, showing emergency exits, staff room and bathroom facilities
- provide the student/volunteer with our philosophy and a code of conduct.
- negotiate with the student or volunteer the times/hours to be worked, and dates of the placement
- ensure Work Placement Students or Volunteers are never left alone with children or included in the ratio of adult to children
- ensure students are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors
- liaise with learning institutions and accept suitable student placements under the institution's supervision

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4. REFERENCES

4.1 Statutory Authority

Education and Care Services National Law Act 2010 (Regulation 168,
National Quality Standard
Disability Discrimination Act 1992
Anti-discrimination Act 1977 (NSW)
Work Health and Safety Act 2011

3.2 Service Policies

Supervision Policy
Governance Policy

3.3 Source

Australian Children’s Education & Care Quality Authority, 2014.
Guide to the Education and Care Services National Law and the Education and Care Services National
Regulations, 2015.
Revised National Quality Standards.