

PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

WHY?

Thrive Group Tasmania is committed to supporting connections with educational institutions that will provide opportunities for students to undertake practical placement as part of their studies.

Thrive is also committed to building relationships with community members and providing opportunities for volunteers to contribute to Thrive services, programs and activities.

In doing this, Thrive will ensure the health, safety and wellbeing of each child in our services, and this will be achieved through the development of clear procedures around engagement, direction, support and monitoring of students and volunteers.

WHO?

This policy applies to:

- The Leadership Team
- Business Services
- Early Learning Services
- Outside School Hours Care Services
- Family Day Care Services
- Students
- Volunteers
- Families/children enrolled with/who attend Thrive services

WHAT?

Student

A student is a person undertaking practical placement as part of a recognised early childhood qualification. A person participating in work experience as pre-entry to formal early childhood studies is also deemed to be a student.

The age of students will vary depending on their educational level or the institution they are attending. For example, high school students on work experience are likely to be under eighteen years of age, whereas a higher school certificate or college student, will be over eighteen years of age.

Volunteer

A person who willingly undertakes defined activities to support the education and care programs at a children's service, in an unpaid capacity, is classified as a volunteer. These activities may include direct contact with children and/or preparation of program resources.

A Person in day-to-day Charge

- Responds to student requests from educational institutions or individuals wishing to volunteer at a Thrive service
- Determines service capacity/resources to accept students/volunteers at any given time
- Will set up placements
- Provides day-to-day direction, support and supervision of a student or volunteer
- Allocates tasks in accordance with student's requirements and experience, volunteer interests and goals
- Completes assessments/performance reports (for students only)

- Discusses placement progress/activities with the training provider representative (students).

Placement Pre-Requisites

Where students are sixteen years of age or older, they must hold a current Working with Vulnerable People Registration (for volunteer purposes).

Volunteers must be eighteen years of age or older and hold a current Working with Vulnerable People Registration (also for volunteer purposes).

Expectations

Students and volunteers can expect a safe, well managed workplace; meaningful work experience with appropriate direction, supervision and training; and recognition for their contribution.

Thrive/individual services can expect commitment and enthusiasm from students/volunteers towards the early childhood sector; an openness to learning and sharing; compliance with Educators and Care Services Regulations and Thrive policies and procedures.

HOW?

Please refer to the Participation of Volunteers and Students Procedure (following this Policy).

WHEN?

Prior to a student/volunteer commencing placement in an Thrive service:

- He/she will have an interview with the Thrive Person in day-to-day Charge
- He/she will have an induction to the organisation/service
- He/she will submit a copy of his/her Working with Vulnerable People Registration (unless the student is under sixteen years of age)
- Parents/guardians of all children attending the service, will be advised of the placement and the role of the student/volunteer.

During the placement, a student/volunteer:

- Will be supervised and supported by a suitably experienced and qualified person i.e. the Person in day-to-day Charge
- Complete the agreed task and engage in the learning/evaluation process
- Will not be left in sole charge of children
- Comply with all legislative requirements and Thrive policies and procedures.

Thrive will provide all employees covered by this Policy with the appropriate training, so they are made aware of their responsibilities and obligations.

Thrive retains the sole discretion to reasonably vary, terminate or replace this policy from time to time. Thrive will consult before any amendments are made and will notify and train those to whom the amendments apply.

All persons covered under the paragraph 'Who' who breach this policy may be subject to the appropriate disciplinary action in accordance with the Disciplinary Policy and Procedure or removal from the workplace or termination of services (workers, other than employees and other persons in the workplace).

POLICY VERSION & REVISION INFORMATION:

Policy Authorised by: General Manager
Review Date/s:
Review Date: As required by the GM or as legislation changes

Original Issue: Jul19
Current Version: Mar22Ver1
NOTE: The digital version of this document is the most current version. Printed versions cannot be relied upon for accuracy and are always superseded by a digital copy.

**PARTICIPATION OF VOLUNTEERS AND
STUDENTS PROCEDURE****HOW?****In engaging students and volunteers, the Person in day-to-day Charge will ensure:**

- Detailed information is provided by the referring training institution in regards to students requiring work placement e.g. names, ages, experience level, hours and duration of placement, as well as expectations.
- Prospective volunteers are to submit an expression of interest in writing, which outlines their motivation, previous experience and aspirations.
- An induction process will be undertaken which will provide: an orientation to Thrive/the individual service; guidance in relation to Thrive responsibilities and expectations; work, health and safety requirements and conduct while at the service.
- Information about access to all service policies and procedures and a copy of the Education and Care Service National Regulations.
- An opportunity to meet all other staff.
- Each student over the age of sixteen years and each volunteer will provide Thrive/the service with a copy of his/her current Working with Vulnerable People Registration.
- The services staff record contains information regarding all volunteers and students attending the service i.e. name, address, date of birth, days and hours of participation.
- Their encouragement compliments and does not replace the role of paid staff i.e. services will not have volunteers fill the place of an employee who is ill or on leave.
- That the guardians of all children in all services, are advised of the placement prior to its commencement.

In supervising and supporting students and volunteers, Thrive will ensure:

- They provide clear direction and meaningful learning opportunities.
- The tasks to be performed are appropriate for each person's level of training and experience; and do not place children or students/volunteers in a vulnerable or potentially unsafe situation.
- They provide instructive feedback and evaluate comments on placement tasks.
- Adequate supervision strategies are in place at all times.
- Students/volunteers are not left with the sole supervision of individual children or groups of children at any time.

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- Students/supervisors comply with the requirements of the Education and Care Services National Regulations and all service policies and procedures, including the Code of Conduct and Confidentiality Policies while at the service.

In the case of student's placement, Educations, Thrive will also:

- Complete the necessary assessment/work performance reports.
- Liaise with the training provider in regards to students' progress; verification of student's attendance; any placement challenges i.e. student's absenteeism, unreliability and/or non-compliance with service policies.

BREACH OF THE PROCEDURE

Any breach of this procedure may result in disciplinary action including, but not limited to, termination of employment.

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