



Policy Title	Participation of Volunteers, Students & Support Professionals
Quality Area	4
Category	Mandatory

PARTICIPATION OF VOLUNTEERS, STUDENTS & SUPPORT PROFESSIONALS



PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers, students and support professionals at Thornbury Kindergarten, while ensuring that children's health, safety and wellbeing is protected at all times.



POLICY STATEMENT

VALUES

Thornbury Kindergarten is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers, students and support professionals.
- creating active partnerships with children and families' support networks and ensuring that best-practice is based on a child/family-centred approach with shared outcomes for children's learning, health, safety, wellbeing & development.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, staff, students, volunteers, parents/carers, children, and others attending the programs and activities of Thornbury Kindergarten, including during offsite excursions and activities.

Contractors, volunteers and students
Parents/carers
Staff
Nominated supervisor and persons in day-to-day charge
Approved provider and persons with management or control
RESPONSIBILITIES

R indicates legislation requirement, and should not be deleted

1. Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor and staff and which are aligned with the <i>Child Safe Environment and Wellbeing Policy</i>	√	√	√		
2. Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the nominated supervisor	√	√			
3. Obtaining a valid WWC Check (<i>refer to Definitions</i>) and providing details to the service prior to commencement					√
4. Checking the status of the Working with Children (WWC) Clearance (<i>refer to Definitions</i>) of volunteers, students and support professionals where required, and ensuring that the details, including identification number and expiry date are recorded in the staff record	R	√			
5. Immediately declaring to the nominated supervisor any changes that mean they do not meet the requirements relating to being a volunteer or student, such as ceasing their studies or if their WWCC has been revoked					R
6. Ensuring that the identifying number and the expiry date of a student's or volunteer's current teacher registration is recorded in the staff record	R	√			
7. Ensuring that the staff record contains the full name, address and date of birth of volunteers, students and support professionals attending the service (<i>Regulations 145, 149(1)</i>).	R	√			
8. Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions	√	√			
9. Keeping a record for each day on which each student, volunteer or support professional participates with the date and the hours of participation (<i>Regulation 149(2)</i>)	R	√			
10. Ensuring that volunteers, students, support professionals and parents/carers are adequately supervised and not left with sole supervision of individual children or groups of children, and that the health, safety and wellbeing of children at the service is protected (<i>National Law, Section: 167</i>)	R	√	√		
11. Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.				√	√
12. Informing the room leader in writing about training requirements, including timesheets and evaluation forms					√
13. Staying up to date with all written work requirements					√
14. Maintaining open communication with work experience and placement students, as well as with the students' course supervisor, about their performance		√	√		√

15. Ensuring volunteers, students and support professionals at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (<i>Regulation 83</i>) (<i>refer to Tobacco, E-cigarettes, Alcohol and other drugs Policy</i>)	R	√	√	√	√
16. Providing volunteers, students, support professionals and parents/carers with access to all service policies and procedures (<i>Regulation 171</i>), and access to the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law</i> (<i>Regulation 185</i>)	R	√			
17. Ensuring that volunteers, students, support professionals and parents/carers comply with the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law</i> and all service policies and procedures (<i>Regulations 170</i>)	R	√	√	√	√
18. Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> , <i>Education and Care Services National Law</i> (<i>Regulation 185</i>) and with all service policies and procedures, including the <i>Code of Conduct Policy</i> , <i>Child Safe Environment and Wellbeing Policy</i> , <i>Interactions with Children</i> , <i>Safe Use of Digital Technologies and Online Environments</i> and <i>Privacy and Confidentiality Policy</i> while attending the service	R	R	R	√	R
19. Ensuring that volunteers, students and support professionals do not carry their personal electronic devices (<i>refer to Definitions</i>) while providing education and care to children, except for authorised essential purposes (<i>refer to Definitions</i>)	R	R	R		R
20. Ensuring that volunteers, students, support professionals and parents/carers are aware of how to comply with child protection law and Child Safe Standards obligations	R	√		√	
21. Ensuring volunteers, students, support professionals and parents/carers can identify children with medical conditions, the child's medical management plan and the location of the child's medication (<i>Regulations 90, 168(2)(d), 170, 171</i>)	R	√	√		
22. Informing volunteers, students, support professionals and parents/carers of the services <i>Dealing with Medical Conditions Policy</i> (<i>Regulations 90, 168(2)(d), 170, 171</i>)	R	√			
23. Informing volunteers, students, support professionals and parents/carers of the services emergency and evacuation procedures (<i>Regulations 97, 168 (2)(e)</i>)	R	√	√		
24. Developing an induction checklist for volunteers, students and support professionals attending the service (<i>refer to Attachment 1</i>) in consultation with the nominated supervisor and educators	R	√	√		
25. Ensuring that volunteers, students and support professionals have completed the induction checklist	R	√	√		√

(refer to Attachment 1) and have been provided with a copy of the staff handbook, if applicable					
26. Developing a range of strategies to enable and encourage the participation and involvement of parents/carers at the service	√	√			

BACKGROUND AND LEGISLATION



BACKGROUND

Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of centre-based education and care. This will be encouraged and facilitated by Thornbury Kindergarten wherever appropriate and possible.

Thornbury Kindergarten values the participation of parents/carers and other family members, and the voluntary contribution they make to the education and care of their own and other children. “In genuine partnerships families and educators value each other’s knowledge and roles, communicate freely and respectfully and engage in shared decision making” (Early Years Learning Framework – *refer to Sources*).

Thornbury Kindergarten aims to provide a range of opportunities for family members, volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the service (*refer to Code of Conduct Policy*).

The role that volunteers, students and support professionals play in education and care services varies and can include working with groups of children, preparing materials or food, assisting with administrative tasks or working one-on-one with individual children. The service is responsible for ensuring that volunteers, students and support professionals are suitable to work with children, and that children’s health, safety and wellbeing is protected at all times.

Volunteers should only be engaged to complement, not replace, the work of paid staff. Accordingly, services should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

Volunteers must not be asked to perform tasks:

- that they are untrained, unqualified or too inexperienced to undertake
- that put the children or themselves in a vulnerable or potentially unsafe situation
- where there is a conflict of interest
- that involves sole supervision of individual children or groups of children

Prior to participation at the service, a volunteer, student or support professional (aged 18 years or over) must be in possession of a Working with Children (WWC) Clearance (*refer to Definitions*). Students, volunteers and support professionals who are over the age of 18 are also subject to the Reportable Conduct Scheme.

Parents/carers whose children usually attend the service are exempt from needing a WWC Check (*refer to Definitions*). However, a service may decide, as a demonstration of duty of care, that all parents/carers who volunteer at the service are required to undergo a WWC Check (*refer to Definitions*).

In line with Child Safe Standards and the *Child Safe Environment and Wellbeing Policy*, prior to engaging a volunteer or student an assessment should be undertaken of the nature of the responsibility to determine whether a position description is required and based on that whether an interview and referee checks are required.

LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

- Child Safe Standards
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- National Quality Standard, Quality Area 4: Staffing Arrangements
- Occupational Health and Safety Act 2004 (Vic)
- Worker Screening Act 2020 (Vic)
- Worker Screening Regulation 2021 (Vic)



DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Child-related work: In relation to the WWC Check (*refer to Definitions*), child-related work includes work with children which may involve physical contact, face-to-face contact, oral, written or electronic communication.

Conflict of interest: (In relation to this policy) refers to an interest that may affect, or may appear reasonably likely to affect, the judgement or conduct of the volunteer, or may impair their independence or loyalty to the service. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise, and may not only involve the volunteer, but also their relatives, friends or business associates

Essential purposes: The use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, e.g. heart or blood sugar level monitoring
- disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity, e.g. a worker with an ill or dying family member
- technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred
- local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.

Personal Electronic Device: A device that can take photos, record or store videos refers to any handheld or portable device owned by an individual, such as a smartphone, smart watches with camera/recording functionality, tablet, or digital camera, personal storage and file transfer media (such as SD cards, digital cameras, wearables, such as camera glasses, USB drives, hard drives and cloud storage), which has the capability to capture and store images or video footage. These devices are not issued or controlled by the approved provider.

Student: A person undertaking a practicum placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.

Volunteer: A person or parent (who's child attends the service) who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity.

These activities may include child-related work (*refer to Definitions*), administrative tasks, or preparing materials or food.



SOURCES AND RELATED POLICIES

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: <https://www.acecqa.gov.au/belonging-being-becoming-early-years-learning-framework>
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) www.ccyp.vic.gov.au
- Working with Children Check; www.service.vic.gov.au

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Delivery and Collection of Children
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Occupational Health and Safety
- Privacy and Confidentiality
- Safe Use of Digital Technologies and Online Environments
- Staffing
- Supervision of Children



EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- check staff records on a regular basis to ensure details of students, volunteers and where appropriate parents/carers are maintained in line with all legislative requirements as outlined in the policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



ATTACHMENTS

- Attachment 1: Induction checklist for volunteers, students and support professionals
- Attachment 2: Volunteers, students & support professionals register proforma



AUTHORISATION

This policy was adopted by the approved provider of Thornbury Kindergarten on 16th September 2025.

REVIEW DATE: 16/09/2028.

ATTACHMENT 1. INDUCTION CHECKLIST FOR VOLUNTEERS, STUDENTS AND SUPPORT PROFESSIONALS

Name: _____ Date: _____

To be completed by all volunteers, students and support professionals participating at Thornbury Kindergarten and returned to the nominated supervisor prior to commencing at the service.

Volunteer/Student/Support Professional	Please sign
Student/Volunteer Application form completed	
Working with Children Check	
Sign In/Out Requirements	
Tour of Service / Bathroom facilities / Locker (If supplied)	
Shift times/ Breaks	
Uniform Policy/Dress Code/Hat	
Parking	
Introduced to key people - Nominated Supervisor, Educational Leader, Room Leaders and Educators	
I have been given access to all the policies and procedures of Thornbury Kindergarten and the Education and Care Services National Regulations 2011 and the Education and Care Services National Law Act of 2010	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> • use of personal devices (<i>Safe Use of Digital Technologies and Online Environments</i>) 	
<ul style="list-style-type: none"> • conduct while at the service (<i>Code of Conduct Policy</i>) • acknowledgement signed 	
<ul style="list-style-type: none"> • my behaviour and conduct being subject to the Reportable Conduct Scheme 	
<ul style="list-style-type: none"> • emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>) 	
<ul style="list-style-type: none"> • accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>) 	
<ul style="list-style-type: none"> • dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy, Epilepsy and Seizures Policy and Administration of Medication Policy</i>) 	
<ul style="list-style-type: none"> • good hygiene practices (<i>Hygiene Policy and Food Safety Policy</i>) 	
<ul style="list-style-type: none"> • dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) 	
<ul style="list-style-type: none"> • first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) 	

Volunteer/Student/Support Professional	Please sign
<ul style="list-style-type: none"> daily routines 	
<ul style="list-style-type: none"> the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>) OHS induction completed 	
<ul style="list-style-type: none"> interacting appropriately with children (<i>Interactions with Children Policy</i>) 	
<ul style="list-style-type: none"> reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Compliments and Complaints Policy and Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> handling complaints and grievances (<i>Compliments and Complaints Policy</i>) 	
<ul style="list-style-type: none"> child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment and Wellbeing Policy</i>) child safety induction completed 	
<ul style="list-style-type: none"> privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>) 	
I am aware of the non-smoking policy of the service and not be affected by alcohol or drugs (including prescription medication) that would impair my capacity to complete my tasks (<i>Tobacco, E-Cigarettes, Alcohol, Vapes and other Drugs Policy</i>)	
The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs (children of all abilities)) have been clearly explained to me by my supervisor	
I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition	

Volunteer, student or support professional name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

Signature: _____ Date: _____

ATTACHMENT 2. VOLUNTEERS, STUDENTS & SUPPORT PROFESSIONALS REGISTER PROFORMA

Date	Name	Event/Role	Duties performed	Time Period	Further Details i.e. Location and / or Company	WWCC/VIT details	WWCC checked / ref no.

TK Volunteer, Student & Support Professional Register

[Volunteers Students Support Professionals register.xlsx](#)

The TK Volunteer, Student and Support Professional register needs to be maintained so that we have a record of all the adults interacting with children at TK. This provides an historical record in case of any incidents, as well as a checklist to remind us to follow the processes for obtaining WWCC, etc.

This includes anyone who is engaged at kinder or kinder events. Examples are any volunteers, students, entertainers, incursions (like music or dance teachers), committee members, working bee attendees, allied health professionals, KIS workers, etc.

Visitor requirements

Carrying medications – communicate with visitor TK expectations regarding safe storage of medications.

Carrying and using personal devices – is a device required for the visit? Confirm that the device is issued by their business or institution and only used for work purposes.

Working with Children Checks (WWCC) or Victorian Institute of Teaching registration (VIT)

Committee members and anyone who is at a kinder event to work directly with children (eg. Allied health professional, Entertainer, face painter) needs their WWCC OR VIT credentials sighted and checked and listed in the Volunteer Register. A repeat or recurring visitor needs a check annually, the responsibility for this rests with the person who engages the visitor. Committee WWCC checks are done by the Secretary.

Parents who are helping in the classroom (i.e. reading the newsletter or going on excursions) or helping out in non-committee roles that don't involve children (i.e. Social Reps) do not need a WWCC.

Checking the validity of the WWCC/VIT

As part of our Child Safety requirements, we must ensure that we are checking the status / validity of Working With Children cards, recording the WWC details and documenting that we are checking the WWCC.

WWCC Validation

- Access the website: <https://service.vic.gov.au/services/working-with-children-check-status-checker/home>
- Click on: Get Started
- Select A Single Status
- Click Next
- Enter Last Name
- Enter WWC Card
- "Would you like a copy of this result emailed to you?" Select YES
- Enter Your email address
- Click NEXT
- Save the email you receive

Please save a copy of this email in this location:

<https://thornburykinder.sharepoint.com/General/ChildSafety/WorkingWithChildren>

Note that you can also check WWCCs in bulk via the Vic service website

VIT Validation

VIT also have a register to search however it does not send you an email, you will need to PDF the page and save in the above location. <https://www.vit.vic.edu.au/search-the-register>