

POLICY AIM

The aim of **Sweetpeas** is to ensure that all visitors (students, volunteers, assessment and compliance officers, maintenance people etc.) are monitored at all times while on the premises, and that their visit has been documented in accordance with the *Education and Care Services National Regulations 2011*.

RATIONALE

Sweetpeas values student and volunteer participation as a connection to our local community and exposure of children to a range of people and experiences. Students, visitors and voluntary workers are welcome at Sweetpeas services; however, the children's care and safety are our first priority. Any student and volunteers on premises must follow policies and procedures at all times.

SCOPE - WHO IS AFFECTED BY THIS POLICY?

- Staff/Educators
- Families
- Child
- Management
- Community

NATIONAL QUALITY STANDARD

QUALITY AREA 6 - COLLABORATIVE PARTNERSHIPS WITH FAMILIES AND COMMUNITIES

- Standard 6.2 (Collaborative partnerships) - Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- Element 6.2.3 (Community engagement) - The service builds relationships and engages with its community.

QUALITY AREA 7 - GOVERNANCE AND LEADERSHIP

- Standard 7.1 (Governance) - Governance supports the operation of a quality service.
- Element 7.1.1 (Service philosophy and purpose) - A statement of philosophy guides all aspects of the service's operations.
- Element 7.1.2 (Management systems) - Systems are in place to manage risk and enable the effective management and operation of a quality service.
- Element 7.1.3 (Roles and responsibilities) - Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service.
- Standard 7.2 (Leadership) - Effective leadership builds and promotes a positive organisational culture and professional learning community.

RELATED POLICIES & LEGISLATION

RELATED SWEETPEAS POLICIES:

- Anti-Bias and Inclusion Policy
- Arrival and Departure Policy
- Child Protection Policy
- Child Safe Environment Policy
- Confidentiality Policy
- Ethical Code of Conduct Policy
- Handling Grievances and Complaints Policy
- Interactions and Relationships with Children Policy
- Nappy Change Policy
- Supervision Policy
- Work, Health and Safety Policy

RELATED EDUCATION AND CARE SERVICES NATIONAL LAW AND REGULATIONS:

- Regulation 120 - Educators who are under the age of 18 to be supervised
- Regulation 145 - Staff Records
- Regulation 149 - Volunteers and Students
- Regulation 168 - Policies and Procedures
- Regulation 170 - Policies and procedures to be followed

TERMINOLOGY

- **National Law** - *Education and Care Services National Law 2010*
- **National Regulations** - *Education and Care Services National Regulations 2011*

GLOSSARY OF ABBREVIATIONS

- **WWCC** - Working With Children Check

IMPLEMENTATION AND STRATEGIES

We have a strong commitment to provide a range of opportunities for 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.

RESPONSIBILITIES FOR THE APPROVED PROVIDER

- Ensure the service is operates in line with the *National Law* and *National Regulations* with regard to the delivery and collection of children at all times (see *Arrival and Departure Policy*)
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health, safety and wellbeing of children at the service is protected.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of a children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.
- Ensuring that the staff record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children Check (**National Regulation 149**).

RESPONSIBILITIES OF THE NOMINATED SUPERVISOR/RESPONSIBLE PERSONS

- Provide supervision, guidance and advice to ensure adherence to the policy at the times.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health and safety and wellbeing of children at the service are protected.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times, and that the health. Safety and wellbeing of children at the service is protected.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children of group of children.
- Providing volunteers/students and parent/guardians with access to all service policies and procedures. (<https://www.sweetpeaskindergarten.com/policies>)
- Ensuring that volunteers/students and parents/guardians comply with the *National Regulations* and all service policies and procedures.

RESPONSIBILITIES OF THE EDUCATORS

- Have open communication with work experience students and volunteers along with their practicum teachers.
- Support students and volunteers with the needs of their placement wherever necessary. Share any knowledge or experience necessary for their placement. Offer feedback wherever necessary being respectful and honest at all times.
- Complying with the requirements that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Never put volunteers or students in a compromising situation that could jeopardise their qualification or put the service in a breach.
- Complying with the requirements that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children. (i.e. do not leave them alone with children)

- Enabling parents/guardians of children attending the service premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff.
- Encouraging the participation and involvement of parents/guardians at the service.

RESPONSIBILITIES OF SUPERVISING EDUCATOR (OF STUDENT)

- Discuss the progress of written work and performance with the student
- Discuss any concerns raised by the student with the student supervisor
- Ensure students are directly supervised at all times during children's nappy change times (see *Nappy Change Policy*)
- Encourage students to use their initiative
- Ensure the student or volunteer remains up to date with their assessments/tasks to be completed
- Discuss concerns with student with management
- Never leave the student alone with a child or children
- Provide honest and accurate feedback to the student's training institution supervisor as required

RESPONSIBILITIES OF THE STUDENT/VOLUNTEER

- Learning about the children through interaction and practical experience
- Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service (see *Confidentiality Policy*)
- Complying with the requirements of the *National Regulations* and with all Sweetpeas policies and procedures, including the following while at the service
 - Child Protection Policy
 - Child Safe Environment Policy
 - Confidentiality Policy
 - Dealing with Complaints Policy
 - Ethical Code of Conduct Policy
 - Safe Transportation of Children Policy
 - Social Media Policy
 - Use of Technology Policy
 - Work, Health and Safety Policy
- Undertaking the induction process and completing the induction checklist prior to commencement at the service.
- Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Informing their room leader in writing of what will be expected of them by their training body, University or School, or any other training organisation, and provide time sheets and evaluation forms
- Keep up to date with all written work requirements
- Work a variety of shifts to gain knowledge of different aspects of Service operations
- Discussing any problems the student may be experiencing with their supervising educator.
- Never remove a child from direct staff supervision
- Supply identity details to the Nominated Supervisor
- All volunteers over the age of 18 years who come to work at the service must apply for a WWCC prior to commencing at the service.

RESPONSIBILITIES OF THE FAMILY AND OTHER VISITORS

- Complying with the requirements of the *National Regulations* and with all service policies and procedures, while attending the service.
- Following the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

STUDENTS AT RISK

If educators feel that the student is at risk of failing their practicum, the following steps will be taken:

1. the Supervising Educator will alert the student's training institution Supervisor and the service's Nominated Supervisor of any concerns regarding the student.
2. both the Student Supervisor and the Supervising Educator will discuss concerns with the student.

3. the Supervising Educator will arrange for the student's supervisor/assessor to visit the Service and discuss concerns that have ascended.
4. the student's educational institution and Nominated Supervisor will govern the outcome of the practicum.

TERMINATION OF STUDENT PRACTICUM OR VOLUNTEER PLACEMENT

Termination of a student's or volunteer's placement may occur if the student or volunteer:

- harms or is at risk of harming a child in their care.
- is under the influence of drugs or alcohol.
- fails to notify the Service if they will not be attending the Service.
- does not adhere to starting times or break times.
- is observed using repeated inappropriate behaviour at the Service.
- does not comply with all policies and procedures addressed in the student package.
- does not keep up to date with their work placement tasks.
- removes any child or children from the direct supervision of an educator.

REFERENCES

- Australian Children's Education & Care Quality Authority (ACECQA): <https://www.acecqa.gov.au/>
- Child Protection (Working with Children) Act 2012
- Children (Education and Care Services) National Law 2010
- Education and Care Services National Regulations 2011
- Office of the Children's Guardian: <https://ocg.nsw.gov.au/>
- Sweetpeas Philosophy
- Work Health and Safety Act 2011

REVIEW AND AMENDMENTS

This policy will be updated regularly to ensure compliance with all relevant legal requirements. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with *Regulation 172* of the National Regulations, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Version	Amendment(s)	Review Date	Updated By
1.	<ul style="list-style-type: none"> • Adapted previous Sweetpeas policy 	October 2016	Cassandra Way (Educator/Admin) Janine Evans (Director)
1.1.	<ul style="list-style-type: none"> • Checked links • No changes required 	October 2017	Cassandra Way (Educator/Admin)
1.2.	<ul style="list-style-type: none"> • Checked and updated links • No changes required 	October 2018	Cassandra Way (Educator/Admin)
1.3.	<ul style="list-style-type: none"> • No changes required 	November 2019	Janine Evans (Director)
2.	<ul style="list-style-type: none"> • Added COVID-19 measures, restricting all students and visitors at this time 	July 2021	Janine Evans (Director)
2.1.	<ul style="list-style-type: none"> • Lifted restriction on students after lifting of COVID restrictions 	February 2022	Janine Evans (Director)

Version	Amendment(s)	Review Date	Updated By
3.	<ul style="list-style-type: none"> • Cosmetic changes for new policy template • Reworded rationale • Added list of Supervising Educator responsibilities • Updated list of policies • Added information about Students at Risk and termination of placements 	September 2022	Cassandra Way (Assistant Manager) Janine Evans (Managing Director)
3.1.	<ul style="list-style-type: none"> • Fixed version numbering (Sept22 version previously version 4) • Checked and updated hotlinks and references 	October 2023	Cassandra Way (Assistant Manager)
3.2.	<ul style="list-style-type: none"> • Checked hotlinks • Minor grammatical edits • No other changes required 	October 2024	Cassandra Way (Assistant Manager)