



Victor Harbor Community Kindergarten

QUALITY AREA 6: COLLABORATIVE PARTNERSHIPS WITH FAMILIES and COMMUNITIES

Preschool Volunteer Policy

Updated 1-3-2023

Purpose

We at Victor Harbor Community Kindergarten believe that volunteers can make a significant contribution to the preschool community by giving their time and sharing their skills and valuing their expertise with others. Volunteers may have a range of interest and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for children.

We are committed to ensuring a safe and secure environment for staff, children, families, volunteers and all other centre users. This policy aims to ensure the volunteer's compliance to centre policies and practices.

Procedure

For regular volunteer work at the centre

Volunteers will be assessed for their suitability to work at the Preschool by the Director in liaison with staff. This assessment will be made in relation to the skills and contribution being offered and after verification of the person's good character, through referee and Police check.

Before commencing volunteer work in the centre, volunteers offering to assist in programs where children are involved will be required to

1. Provide a current Curriculum Vitae (CV) with the names of two referees who may be contacted to verify information and attest to the character of the volunteer.
2. Attend an interview (Preschool Director & kindergarten staff member)
3. Before a volunteer starts at your site, they must complete and sign the [volunteer application form \(DOCX 388.4KB\)](#).
4. All department volunteers must complete and sign the [volunteer agreement \(DOCX 386.3KB\)](#). The agreement must be signed by the site leaders as well.
5. These role descriptions can help a volunteer know what's expected of them in a specific role. These are suggestions only and you can adapt to fit your local needs.
6. Undertake a Criminal Screening
7. Complete induction/orientation
8. Complete Information session on Child protection responsibilities and read handbook.
9. Sign a confidentiality agreement

The director's decision is final in determining who is eligible to work as a volunteer at the Preschool.

The Director's responsibilities to Volunteers

Volunteers will be provided with full induction that may include

- Child Protection responsibilities information (complete downloaded training and read handbook)
- Work Health and Safety
- Duty of care responsibilities to children
- Confidentially requirements
- Training specific to the area of volunteer work
- Use the [checklist for screening and suitability of volunteers \(DOCX 385.0KB\)](#) helps you to assess if a potential volunteer is suitable. The checklist is part of [screening and assessing suitability](#).

Volunteers will be supervised by staff and meet their duty of care to children by not leaving a volunteer to work unsupervised with children.

Volunteers will be matched with work that is suitable to their skills, interests, time commitments and health status. A change to volunteer's area of work or time commitment will be made with full consultation. Staff will be available to discuss volunteer's concerns as they arise.

Volunteers Responsibilities

The volunteer's most important responsibility relates to his/her duty of care to children. Young children are a vulnerable group due to their age and lack of experience. This vulnerability increases if they have a disability, English as a second language or have experienced trauma.

For volunteers, respecting the rights of children means they must not:

- Work unsupervised with children
- Be involved in toileting children or assisting in bathrooms or first aid areas unsupervised.
- Have unsupervised contact with children on excursions (i.e. as above with toileting)
- Encourage affection from or dependency in children
- Have unnecessary physical contact with children
- Take photos of children
- Display intimidating behavior towards children, parents or staff.
- Volunteers will not make staff, children, families at the kindergarten an object for discussion outside the kindergarten. Please protect the privacy and confidentiality of the members of our preschool community.

The volunteer must:

- Refer concerns about children to staff
- Sign in on arrival and departure
- Wear volunteer or name badge
- Notify preschool if they are unable to fulfill volunteer commitments.

Cancellation of Agreement

Agreement will be cancelled at Director's discretion and where the volunteer

- Has no more work available
- Fails to follow requirements in the outlined policy and through induction process
- Behaves towards children, parent and staff in an inappropriate manner.
- Repeatedly fails to meet commitments without notice to the preschool.
- The volunteer can choose to end the relationship at any time.

Resources

- Department for Education Volunteer Policy and Procedures
- ACECQA National Quality Standards: Collaborative partnerships with families and communities 6.2, 6.2.3
- <https://www.education.sa.gov.au/sites/default/files/volunteer-application-form.docx>
- <https://edi.sa.edu.au/library/document-library/engagement-and-wellbeing/volunteers/checklist-document-for-screening-and-suitability.docx>
- <https://www.education.sa.gov.au/sites/default/files/volunteer-agreement.docx>
- <https://edi.sa.edu.au/library/document-library/engagement-and-wellbeing/volunteers/volunteer-role-description-sample.docx>
- <https://www.education.sa.gov.au/sites/default/files/checklist-volunteer-induction.doc>

Legislation Requirements

- Regulation 88
- Regulation 168

Approved and Checked By

Review 2024 or when required

Approved and Checked By:

Centre Director

.....Date

Governing Council Representative

.....Date

POLICY REVIEWED	February 2023	NEXT REVIEW DATE	February 2024
MODIFICATIONS	<ul style="list-style-type: none"> Made a few cosmetic edits 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS	NEXT REVIEW DATE	