

VOLUNTEERS AND SPECIAL VISITORS POLICY

- Student placements are available at the discretion of Centre staff.
- Volunteers are welcome in the Centre in consultation with senior staff, depending on the program.
- Volunteers/students are required to sign in and out, on arrival and departure at the Centre, in the appropriate book in the office for insurance purposes.
- Volunteers/students are required to provide the names and numbers of 2 referees (where appropriate) and undergo a Police check/DECD Screening
- Volunteers will sign the *Volunteering Agreement*
- Volunteers will complete the *Volunteer Induction Checklist*
- Volunteers will fill out a *Volunteer Application Form*
- Volunteers will complete the *Responding to abuse and neglect: Education and care induction session for volunteers.*

SPECIAL VISITORS

Special visitors will be integrated as part of the program eg; Police, Grandparents, etc.

Do

- Wear Badge and sign Visitor Book on Arrival and Departure.
- Familiarise themselves with all policies.
- Assist staff in setting up and clearing away material for children's activities.
- Assist staff in the supervision of children's activities as appropriate or as requested.
- Join in activities and participate where appropriate.
- Report accidents to a staff member
- Only carry one child at a time (except in emergencies) – it is not very often that children (other than babies) require carrying at all.
- Refer parents to Centre staff.
- Ask about resources and materials that you can use for activities for the children.
- Use your initiative with cleaning up and assisting with general activities – staff do not have the time to fill your day.
- Respect the confidential nature of children and parents of the Centre.
- Talk to the staff about your assignments and the requirements of your placement.
- Follow basic hygiene and safety requirements when carrying out duties.
- Seek help from staff for any First Aid.

Don't

- DO NOT smack or threaten children with physical or any other form of punishment. Discipline is to be carried out in accordance with Centre policy and must be left to staff.

- DO NOT discuss a child's development, progress or problem with parents – the staff will handle the responsibility of talking with parents.
- DO NOT answer the telephone unless authorised to do so, then take a message or refer to the appropriate staff member.
- DO NOT give medication to any child. If you are handed medication by a parent, refer them to staff.
- DO NOT allow yourself to be left with the ultimate responsibility of the child/children – either inside or outside.
- DO NOT feed; give a dummy or bottle to child without checking with a staff member.

Refer Behaviour Guidance Code
 Sun Protection Policy
 Public Sector Code of Ethics
 Volunteer Application Form
 Volunteering Agreement
 Volunteering Induction Checklist

Source : DECD Volunteer Policy Guidelines