

# STUDENTS, VOLUNTEERS AND VISITORS

## PRINCIPLE

Greater Shepparton City Council Children's Services acknowledges the valuable contribution made by students, volunteers and visitors to the service where learning programs can be enhanced and community connection strengthened.

Greater Shepparton City Council Children's Services will ensure the health, safety and wellbeing of all children whilst they are being educated and cared for, when facilitating the inclusion of students, volunteers and visitors into the service.

## GUIDELINES

1. Acceptance of student/Volunteer placements will be at the discretion of the Service Leader.
2. Potential students must follow the *People and Development – Management of Students procedure (Appendix 20.1)*.
3. Potential volunteers are to submit an online enquiry via the following link:  
<https://greatershepparton.com.au/community/volunteering/volunteer-registration>
4. Services must keep a student /volunteer record that must include the full name, address and date of birth of each student or volunteer who participates in the service (*Education and Care Services National Regulation 149(1)(a), 177(1)(f)*).
5. Students /Volunteers are required to complete the online *Children's Services Student/Volunteer Induction Checklist /Record* prior to commencing their role at the service, via the following link:  
<https://greatershepparton-early-learning-early-learning.app.oneblink.io/forms/13595>.
6. Student /Volunteers when completing the *Children's Services Student/Volunteer Induction Checklist /Record* must ensure they complete the Working with Children Check section that includes a record of the identifying number and expiry date of the student/ volunteers current working with children check (*Education and Care Services National Regulation 149(1)(b)*).
7. Services must keep a record for each day on which the student or volunteer participate in the service that includes the date and hours of participation. Students/volunteers are required to sign in/out on each day of attendance at the services. (*Education and Care Services National Regulation 149(2)*).  
Where no hard copy staff sign-in sheets are in place at the service, students are to complete (*Appendix 20.2 – Children's Services Attendance Record*) or for Volunteers (*Appendix 20.3 - Contractors and Visitors sign in sheet*).
8. Students, volunteers and visitors will be under the immediate supervision of an educator, not included in educator to child ratios and are not to be left alone or in charge of children at any time.
9. During excursions, student, volunteers and visitors are above regulation ratio requirement to provide additional support to reduce risk and are to be in sight at all times of educators whilst with the children.

10. Volunteers/visitors, such as parents, family members and people who are closely related to a child attending the service, volunteering in an activity with the children are required to obtain a *Working with Children's Check* prior to commencement at the service. Refer to the following link <https://www.workingwithchildren.vic.gov.au/>.
11. Students/volunteers under the age of 18 years are not required to provide a Working with Children Check.
12. 18 or 19-year-old students volunteering in activities organised by their educational institution are not required to provide a Working with Children Check.
13. Any contractors or visitors to the service must complete the *Contractors and Visitors sign in sheet (Appendix 20.3)*.
14. Funded non-council staff, ie Scope workers must complete the *Children's Services online Student/Volunteer Induction Checklist /record* prior to commencing their role at the service, via the following link <https://greatershepparton-early-learning-early-learning.app.oneblink.io/forms/13595>  
All Scope workers staff documentation is to be provided to Early Years Services Administration to be placed on record at Council.
15. The Greater Shepparton City Council will provide public liability and personal accident insurance.
16. The Team Leader – Children's Services must be informed of any early termination or concerns and issues with students, volunteers or visitors.
17. Where a student requires payment they must complete the *Student Attendance Record (Appendix 20.2)*.

**Related policies:**

- Child Safe
- Delivery and Collection of Children
- Emergency Situations
- Excursions
- Governance and Management of the Service
- Interactions and Relationships with Children
- Medical Conditions
- Nutrition/Food/Beverages/Dietary Requirements
- Providing a Child Safe Environment
- Safe Sleep and Rest Practices
- Sun Protection
- Water Safety

**National Quality Standards – 7.1.2; 7.1.3**

**Education and Care Services National Regulations –149(1)(a)(b); 149(2); 168(2)(i)(ii);177(1)(f)**

**Education and Care Services National Law Act – 167**

## Sources and Reference Tools

- Early Years Services Management – Greater Shepparton City Council
- Greater Shepparton City Council – People and Development
- *Education and Care Services National Regulations 2011*
- *Education and Care Services National Law Act 2010*
- *Guide to the National Quality Framework*
- *Working with Children Check – Victoria* - <https://www.workingwithchildren.vic.gov.au/>

Reviewed July 2018  
Next review: July 2020

Updated 03/2021 – due to GSCC organisational requirements  
Updated 10/2020 – due to organisational requirements and online form submitting process  
Updated 09/2023 – removing reference to Family Day Care due to cease of Family Day Care operations  
Updated 08/02/2024 – due to organisational requirements – WWCC required for volunteers