

### 1. Purpose

Our SPLASH Service is committed to providing a safe environment for all children where their health, safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of student and volunteers, and in order to remain compliant with regulations and legislation, the service will abide by the strategies and practices outlined in this policy.

### 2. Scope

- Approved Provider
- Nominated supervisor
- Educators
- casual staff and
- families

### 3. Principles to inform our Policy

- All students and volunteers will be required to undertake a working with children check.
- Volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.
- Volunteers and students 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
  - while unsupervised by an employed educator
  - where there is a conflict of interest.

### 4. Statement

SPLASH supports the participation of work experience students and volunteers to develop professional skills and knowledge in their effort to become Early Childhood Professionals. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre's daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

### 5. Background



- SPLASH 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 and students 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 and students are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.
- Volunteers and students complement, not replace, the work of paid staff. Accordingly, volunteers and students do not fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

### 6. Legislative requirements

#### National Quality Standard

STANDARD/ELEMENT	DESCRIPTION
7.1	Effective leadership promotes a positive organisational culture and builds a professional learning community.
7.2	There is a commitment to continuous improvement
7.3	Administrative systems enable the effective management of a quality Service.

#### National Regulations

SECTION/REGULATION	DESCRIPTION
Section 120	Educators who are under the age of 18 to be supervised
Reg 145	Staff Records
Reg 149	Volunteers and Students
Reg 168	Education and care service must have policies and procedures
Reg169	Additional policies and procedures to be followed
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available

#### Other Legislation and Standards

#### *Living and Learning Together in Christ*



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)

### 7. Definitions

TERM	DEFINITION
<b>Child-related work</b>	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.
<b>Conflict of interest</b>	(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
<b>Student</b>	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.
<b>Volunteer</b>	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.
<b>Working with Children Check (WWCC)</b>	A screening process used to determine if a person is suitable to work with or care for children. It assesses an individual's criminal history and other relevant information to ensure they don't pose a risk to children's safety. The WWCC is a requirement for various child-related work, both



	paid and unpaid, and is a key part of ensuring a safe environment for children.
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### 8. Links to Other Policies

- Providing a Child Safe Environment Policy
- Child Protection Policy
- Interactions with Children Policy
- Health and Safety Policy
- Code of Conduct Policy
- Work Health and Safety Policy
- Emergency and evacuation Policy

### 9. Induction and Training

The nominated supervision will ensure that the orientation and induction of new and relief staff, volunteers and students on practicum placements, includes an overview of their responsibilities regarding:

- the Code of Conduct
- an incident or medical emergency
- food allergies, safe food preparation and handling
- Providing a child safe environment
- Emergency Management and Evacuation Policy and Procedures

### 10. Policy Review

Last review: March 2026

Next review: March 2027



### Procedural Guidelines

#### 1. Responsibilities

ROLE	RESPONSIBILITIES
<p><b>Nominated Supervisor/ Responsible Person</b></p>	<ul style="list-style-type: none"> <li>• Appoint an Educator to be the 'Student Supervisor/mentor,' for the duration of the placement. Management will assemble an orientation for the student or volunteer, informing families, children and Educator s when work experience students and volunteers are present at the Service, including their role and hours they will be spending at the Service.</li> <li>• Ensure Work Placement Students or Volunteers are never left on their own with children or included in the ratio of adult to children.</li> <li>• Ensure students do not discuss concerns, issues or complaints with parents, guardians and/or visitors</li> <li>• Discuss the student or volunteer times/hours and dates of the placement.</li> <li>• Take the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities.</li> <li>• Introduce the student or volunteer to Educator s and their Room Leader.</li> <li>• Advise students or volunteer to bring in a poster with a photo outlining the reason for their placement.</li> <li>• Show the student or volunteer where they can access the Service's policies.</li> <li>• Discuss any relevant important information about specific children to the student or volunteer (i.e. court orders, additional needs, dietary needs) so that the student or volunteer is aware.</li> <li>• Liaise with learning institutions and accept suitable student placements at the coordination unit office under the institution's supervision.</li> <li>• Assist learning institutions to place suitable students with individual Educators.</li> <li>• Ensure student's/volunteer's paperwork is current.</li> </ul>



	<ul style="list-style-type: none"> <li>• Create an ACECQA Staff Record for Students/Volunteers which contains their full name, address, Date of Birth and the date and hours of participation at the service</li> </ul>
<b>Management/ Nominated Supervisor</b>	<ul style="list-style-type: none"> <li>• Appoint an Educator to be the 'Student Supervisor', for the duration of the placement;</li> <li>• Assemble an orientation for the student or volunteer;</li> <li>• Provide access to policies for the student or volunteer;</li> <li>• Ensure Work Placement students or volunteers are never left on their own with children or included in the ratio;</li> <li>• Discuss the student or volunteer times/hours and dates of the placement;</li> <li>• Discuss any relevant important information about specific children to the student or volunteer (i.e. – court orders, additional needs, dietary needs) so that the student or volunteer is aware.</li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• Preserve open communication with Work Experience Students and Volunteers along with their practicum teachers about their performance;</li> <li>• Support all students and volunteers undertaking work experience needs during their placement;</li> <li>• Work as a team supporting appropriate skills and knowledge with each student and volunteer;</li> <li>• Be aware of student and volunteer expectations;</li> <li>• Encourage students to seek help and advice;</li> <li>• Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner;</li> <li>• Guide the student throughout the day; and</li> <li>• Make the student or volunteer feel welcome and a valued member of the team.</li> </ul>
<b>SPLASH Student Supervisor</b>	<ul style="list-style-type: none"> <li>• Discuss written work and performance with the student and volunteer;</li> <li>• Discuss any concerns raised by the student with the University/College Student Supervisor;</li> <li>• Ensure students or volunteers are directly supervised at all times during children's nappy change times; and</li> <li>• Encourage students to use their initiative.</li> </ul>



<p><b>Work Experience Students and Volunteers</b></p>	<ul style="list-style-type: none"> <li>• Learn about the children through interaction and practical experience;</li> <li>• Develop the skills and knowledge needed to care and educate children;</li> <li>• Learn about the importance of working as part of a team in the Early Childhood Profession;</li> <li>• Learn strategies employed when working in a team environment;</li> <li>• Learn expectation assimilated by qualified educators in the Service;</li> <li>• Keep up to date with all written work requirements;</li> <li>• Discuss any problems they may be experiencing with their supervisor;</li> <li>• Never remove a child from direct staff supervision;</li> <li>• Hold a current approved Working with Children Check; and</li> <li>• Understand and acknowledge the importance of always maintaining confidentiality when concerned with the children, families, and educators of the Service.</li> </ul>
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## 2. Probity Checks

- All students will supply identity details to the Nominated Supervisor
- All students will complete a Working with Children Volunteer/student declaration
- All students will have a meeting with the Nominated Supervisor so that they will receive information regarding the following service policies:
  - a. Child protection
  - b. Record Keeping and Confidentiality
  - c. Complaints
  - d. Interactions with Children

## 3. Requirements for volunteering and Students

- At no time will volunteers and students be left alone with a child or group of children, or be included in the educator to child ratios.



- All Volunteers and Students will be inducted into the Service to ensure they adhere to the Service policies and procedures.
- A staff record must be created and maintained for Volunteers and Students in our service. This record must include their full name, address, date of birth and date and hours of participation.

#### **4. Students at Risk/Unsuitable Volunteers**

If educators feel a student is at risk of failing their practicum or a volunteer is deemed unsuitable, the following steps will be taken:

- SPLASH supervisor of the student/volunteer needs to advise the Nominated Supervisor or Responsible Person of the concerns that have been identified;
- The Nominated Supervisor will arrange for a discussion with the student/volunteer to occur to address the concerns; and
- Contact will then be made with the student's teacher/supervisor to discuss the concerns.

#### **5. Termination of Practicum**

Termination of student placement will occur if the student:

- 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;
- Is observed using repeated inappropriate behaviour at the Service; and
- Does not comply with all policies and procedures addressed in the induction and orientation.

#### **6. Sources**

- Education and Care Services National Regulations
- National Quality Standard
- Early Year Learning Framework
- ECA Code of Ethics
- Child Protection laws
- Child safe standards.



**St Paul  
Lutheran School**

# St Paul Lutheran School- SPLASH

Participation of Volunteers and Students on Practicum Placement  
Policy and Procedures

March 2026

- Fair Work Act.

## **7. Related Policies**

- Code of Conduct for Staff Members Policy
- Interaction with Children Policy

## **8. Attachments**

Appendix 1: INDUCTION CHECKLIST FOR VOLUNTEERS AND STUDENTS

*Living and Learning Together in Christ*

44 Audrey Avenue, Blair Athol, South Australia 5084

**T** 08 8260 2655 **E** [admin@stpaulba.sa.edu.au](mailto:admin@stpaulba.sa.edu.au)

**W** [stpaulba.sa.edu.au](http://stpaulba.sa.edu.au) / ABN 84 648 346 828



### APPENDIX 1.

#### Induction Checklist for Volunteers and Students

Name: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by all volunteers and students participating at SPLASH and returned to the nominated supervisor prior to commencing at the service.

Volunteer/Student	Please tick
I have been given access to all the policies and procedures of SPLASH [Delete if not applicable]	
I understand the content of service policies and procedures, including those relating to:	
• conduct while at the service (Code of Conduct Policy)	
• emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (Emergency and Evacuation Policy)	
• accidents at the service (Incident, Injury, Trauma and Illness Policy)	
• dealing with medical conditions (Medical Conditions Policy, Asthma Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy, Epilepsy and Seizures Policy and Administration of Medication Policy)	
• good hygiene practices (Hygiene Policy and Food Safety Policy)	
• dealing with infectious diseases (Infectious Diseases Policy)	
• first aid arrangements for children and adults, including the location of the nearest first aid kit (Administration of First Aid Policy)	
• daily routines	
• the importance of OHS and following safe work practices (Occupational Health and Safety Policy)	
• interacting appropriately with children (Interactions and Relationships with Children Policy)	
• reporting of serious incidents and notifiable incidents at the service (Incident, Injury, Trauma and Illness Policy, Complaints Policy and Occupational Health and Safety Policy)	
• reporting hazards in the workplace (Occupational Health and Safety Policy)	
• handling complaints and grievances (Complaints Policy)	



<ul style="list-style-type: none"> <li>child safety and wellbeing and child protection including how to respond to concerns (Providing a Child Safe Environment Policy)</li> </ul>	
<ul style="list-style-type: none"> <li>privacy and confidentiality of information (Privacy and Confidentiality Policy)</li> </ul>	
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 (Tobacco, E-Cigarettes, Alcohol, and other Drugs Policy)	
The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) 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 or student name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Nominated Supervisor's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_