

ECH009 – VOLUNTEER AND STUDENT PLACEMENTS POLICY AND PROCEDURES

POLICY CONTEXT

Willunga Waldorf School is a co-educational and inclusive school. The school's mission is to provide Steiner education from early childhood to year 12, based on the work of Rudolf Steiner. This education is driven by a deep understanding and respect for the developing and unfolding human being.

The School seeks to be a safe, just, compassionate, responsive and inclusive place for all.

PURPOSE AND SCOPE

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place in relation to staffing (regulation 168) and take reasonable steps to ensure those policies and procedures are followed (regulation 170).

The purpose of this policy is to outline Willunga Waldorf School's approach to hosting volunteers and students engaged in early childhood studies on practicum or placement to ensure that:

- Volunteers and students are provided with the necessary training and support and are clear about their role and responsibilities.
- Children in our care are safeguarded at all times.
- Staff are given clear expectations regarding their roles and responsibilities during a student placement or volunteer engagement.

This policy applies to all Willunga Waldorf School Early Childhood (i.e., Kindergarten and Reception) staff, volunteers and students on placement in our Kindergarten or Reception classes. It does not apply to visitors (please see definitions below).

POLICY STATEMENT

Willunga Waldorf School acknowledges that volunteers play an integral part in supporting the work of the School and enrich the lives of the children and young people in our care and is committed to supporting connections with educational institutions to provide opportunities for student teachers and educators to undertake practicum placements as part of their studies.

We value the contribution volunteers and students can make to our early childhood program and accept our responsibility to build capacity in the early childhood sector as a whole and Steiner-education in particular.

Volunteers and students can expect a safe and well-managed workplace that provides meaningful work experience with appropriate direction, supervision and training recognition for their contribution.

DEFINITIONS

Volunteer

A community member participating in either a one-off or ongoing manner within the early childhood programs in a way that contributes to the program and involves active

engagement with children. This might include supporting during festival days, telling stories, singing, cooking or other classroom activities.

Student

A person enrolled in a pre-service early childhood education program, including Certificate III or Diploma in Early Childhood Education, and Early Childhood Teaching, or enrolled in a specific Steiner-education program.

Visitor

A person undertaking one-off observations within the early childhood classroom space, such as a parent attending for a birthday celebration or a person with an interest in Steiner education wishing to observe a classroom.

1. PROCEDURES: STUDENTS

1.1. PRIOR TO COMMENCEMENT OF STUDENT PLACEMENT

Once a student placement has been confirmed by the Early Childhood (ECH) Faculty Leader and the Lead Teacher, they will advise the School's HR Administrator of the relevant details.

The HR Administrator then sends the student the Student Placement Induction pack, which includes copies of or access to relevant policies and procedures as well as a request for all relevant compliance documentation. The placement can only commence once all required documentation has been received.

1.2. INDUCTION

At the commencement of the placement, the ECH Faculty Leader will provide the student with a site induction, which includes a review of emergency procedures, child safety and mandatory reporting requirements, confidentiality, code of conduct, behaviour support, health and hygiene, medical and injury management, and the use of digital technologies.

1.3. DURING THE PLACEMENT

- Students are never left unsupervised with children.
- All interactions must be respectful, inclusive, and child focused.
- Students are expected to engage in reflection and feedback with their supervising teacher.
- Students may contribute to planning, observations, and documentation under supervision. All records must be reviewed and approved by the supervising teacher before being shared or filed.
- Formal feedback will be provided at intervals aligned with students' training institution's requirements.
- Concerns regarding conduct or performance will be addressed promptly and professionally.
- Placement may be terminated or suspended pending further investigation if policies are breached.
- Placement will be terminated or suspended pending further investigation if conduct compromises child safety.

2. PROCEDURES: VOLUNTEERS

2.1. REGISTERING FOR VOLUNTEERING

A person wishing to volunteer in our early childhood classes must register their interest via the School's website. Upon receiving the Volunteer Registration and Agreement form, the School will ensure all required documents have been received and are current and confirm the interested person is cleared for volunteering.

Volunteer applicants must wait to receive confirmation from the School before they are allowed to commence work in our early childhood classes.

The School keeps a current list of registered volunteers on the Staff App. ECH staff must check this list each time before engaging a volunteer in their class.

2.2. REQUIREMENTS FOR VOLUNTEERING

The following requirements apply when engaging volunteers in our kindergarten and reception classes. These requirements are in accordance with our School's Child Safe Environments Policy and Early Childhood Staffing Policy. They exist to support volunteer participation and aim to enhance the safety of all children, volunteers and staff of WWS.

The Nominated Supervisor and Early Childhood Faculty Leader must:

- Ensure that volunteers and students meet any jurisdictional requirements for working with children or vulnerable people clearance, such as a WWCC/WWVP registration, or teacher registration details (jurisdiction dependent) before they are engaged at the service and that this information is included in the staff record
- Ensure that volunteers and students have completed required child protection and child safety training and are aware of the existence and application of current child protection law and their obligations under the law
- Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food
- Ensure that volunteers and students are not affected by alcohol or drugs or use vaping devices or vaping substances at the service
- Inform volunteers and students about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma
- Ensure that volunteers and students are informed about and follow the service's policies and procedures for the safe use of digital technologies and online environments, including the use of service-supplied, service authorised and personal digital devices while working directly with children.
- Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable
- Ensure that volunteers and students do not subject children to inappropriate conduct

Volunteer Recruitment

The recruitment of volunteers in our early childhood programs is initiated by the Lead Teachers on an as needs basis and in consultation with the ECH Faculty Leader. In general, volunteers are family members who can bring a unique skill to all the children to enrich their learning, for example LOTE, woodworking, craft.

3. PROCEDURES: VOLUNTEERS AND STUDENTS

3.1. REQUIRED DOCUMENTATION

Volunteer and students on placement require the following documents before they are able to commence:

Hollyhock and Jacaranda classes:

- "not prohibited" Working with Children Check
- RRHAN-EC (Mandatory Notification) Training
- Food Handler training certificate
- Child Safety Training

Golden Wattle class:

- "not prohibited" Working with Children Check
- RRHAN-EC (Mandatory Notification) Training
- Food Handler training certificate

3.2. RECORD KEEPING

The School is responsible for maintaining an ongoing record of approved volunteers and students engaged in the early childhood programs.

The ECH Faculty Leader is responsible:

- Notifying the HR Administrator of any newly acquired volunteers and students during the year.
- Notifying HR Administrator of any persons no longer engaged in volunteering or as a student.

The HR Administrator is responsible for:

- Collecting evidence of relevant training and clearances
- Distributing handbooks and updating staff records
- Maintaining an internal register of approved early childhood volunteers and students
- Providing details to Head of School for National ECH Worker Register.

The Head of School is responsible for:

- Updating the National ECH Worker Register

ROLES AND RESPONSIBILITIES

Role	Responsibility
Approved Provider, Nominated Supervisor	• Ensure that all students are provided with a copy of, and are familiar with, the Professional Code of Conduct and the Child-safe Code of Conduct • Ensure that all volunteers are provided with a copy of, and are familiar with, the Volunteer Code of Conduct and Child-safe Code of Conduct • Take appropriate action in the event that the code of conduct is not met. • Ensure that volunteers and students hold an appropriate WWCC, RRHAN-EC, Child Safety Training, Do Food Safely certificate, and that this information is included in the volunteer/student placement file. • Ensure that volunteers and students are aware of the existence and application of child protection law and their obligations under the law. • Ensure that volunteers and students implement adequate health and hygiene practices and safe practices for handling, preparing and storing food. • Ensure that volunteers and students are not affected by alcohol or drugs and do not use vaping devices or vaping substances are the service. • Ensure that volunteers and students are informed about the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma. • Ensure that volunteers and students are informed about and follow the service's policies and procedures for the safe use of digital technologies and online environments, including the taking, use, storage and destruction of images and videos of



	children being educated and cared for by the service and obtaining authorisation from parents to do so. • Ensure that volunteers and students do not subject children to any form of corporal punishment or any discipline that is unreasonable. • Ensure that volunteers and students do not subject children to inappropriate conduct
ECH Faculty Leader	• Undertaking any of the above actions as directed by the Approved Provider or Nominated Supervisor.
HR Administrator	• Ensure that volunteers and students receive appropriate and relevant information packs, including information regarding clearances and training. • Ensure that appropriate clearances and evidence of training are collected and held within the volunteer/student file. • Ensure that the volunteer/student file remains up to date with the information provided by the ECH Faculty Leader • Provide the Head of School with the information to add volunteers and students to the National Early Childhood Worker Register.
Lead Teachers	• Are responsible for the daily supervision of early childhood volunteers and students, ensuring they uphold policies, procedures and practices in accordance with school and regulatory guidelines.
Volunteers and Students	• Follow staffing policies and procedures • Must be familiar with and adhere to the Volunteer and Child Safe Code of Conduct. • Must meet all requirements relating to WWCC, Mandatory Notification and Child Safety training, Do Food Safely certificate, and ensure this information is provided to the School. • Must be aware of the existence and application of current child protection law and their obligations under the law. • Must implement adequate health and hygiene practices and safe practices for handling, preparing and storing food. • Must not be affected by alcohol or drugs and must not consume these whilst at the service. • Must not use vaping devices or vaping substances at the service. • Must be familiar with the service's policies and procedures to manage medical conditions and if a child is injured, becomes ill, or suffers a trauma. • Must be familiar with and follow the policy and procedures for the safe use of digital technologies and online environments, including the taking, use, storage and destruction of images and videos of children being educated and cared for by the service and obtaining authorisation from parents to do so. • Must not subject children to any form of corporal punishment or any discipline that is unreasonable. • ensure that volunteers and students do not subject children to inappropriate conduct • Must at all times observe work health and safety requirements and undertake any necessary training in order to operate in a manner that will not place at risk the safety of themselves or any other person. The principles and practices as prescribed in the Work Health and Safety Act 2012 are applicable for volunteers.

STAFF INDUCTION AND TRAINING

The ECH Faculty Leader will arrange for an in-person induction with students and volunteers before they commence their placement / work.

BREACHES

- Volunteers and students on placement found in breach of this policy will have their volunteer or placement agreement suspended or terminated.
- The decision whether to suspend or terminate the agreement rests with the Head of School as the nominated supervisor.
- Where a breach involves a reportable or criminal offence, the Head of School will alert the relevant authorities, e.g. SAPOL, Education Standards Board.

POLICY ACCESS

- Hard copies of policies are available to staff in the kindergarten and Golden Wattle offices.
- Electronic copies of policies are available on the SchoolStream parent and staff apps. Hard copies of policies can be made available to parents upon request.
- Families will be notified by email at least 14 days beforehand of any changes if they:
 - affect the fees charged or the way they are collected, or
 - significantly impact the service's education and care of children, or
 - significantly impact the family's ability to utilise the service.

RELATED POLICIES, PROCEDURES, DOCUMENTS AND LEGISLATION

Related School Policies, Procedures and Guidelines	STU001 Child Safe Environment Policy STU002 Mandatory Notification Policy and Procedures SF001 Professional Code of Conduct ECH008 Determining the Responsible Person Present Policy ECH010 Interactions with Children Policy WHS001 Work Health and Safety Policy EM001 Critical Incident Management Policy
Related Legislation and Regulatory Requirements	Education and Early Childhood Services (Registrations and Standards) Act 2011 (as amended) • Section 165 Offence to inadequately supervise children • Section 166 Offence to use inappropriate discipline • Section 167 Offence relating to the protection of children from harm and hazards • Section 169 Offence relating to staffing arrangements • Section 170 Offence relating to unauthorised persons on education and care service premises Education and Care Services National Regulations 2011 (as amended) • Regulation 77 Health, hygiene and safe food practices • Regulation 82 Environment to be free from tobacco, vaping devices, vaping substances, drugs and alcohol • Regulation 83 Staff members and family day care educators not to be affected by alcohol or drugs • Regulation 84 Awareness of child protection law • Regulation 145 Staff record • Regulation 149 Volunteers and students • Regulation 168 Education and care services must have policies and procedures • Regulation 170 Policies and procedures to be followed • Regulation 171 Policies and procedures to be kept available • Regulation 172 Notification of change to policies or procedures • Regulation 168 Education and care service must have policies and procedures • Regulation 174 Time to notify certain circumstances to Regulatory Authority



	National Quality Standards • QA 2 Children's health and safety 2.1.2 Health practices and procedures 2.2.1. Supervision 2.2.3. Child safety and protection • QA 4 Staffing arrangements 4.2.2 Professional standards • QA 7 Governance and Leadership 7.1.2. Management systems 7.1.3. Roles and responsibilities Work Health Safety Act 2012
Source Documentation	• Early Years Learning Framework https://www.acecqa.gov.au/sites/default/files/2018-02/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf • National Quality Standard https://www.acecqa.gov.au/ • Guide to the National Quality Framework (ACEQA 2018) https://www.acecqa.gov.au/nqf/about/guide
Cross sector Guidelines (SA)	• DHS – National Principles for Child Safe Organisations • Protective Practices for staff in their interactions with children and young people

VARIATION AND REVIEW

The School reserves the right to vary, replace or terminate this policy from time to time. Unless altered earlier, this policy will be reviewed every three (3) years.

Responsible Person	Early Childhood Faculty Leader
Policy Approver	Head of School
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