

Participation of Students and Volunteers Procedure

This procedure should be read in conjunction with the 'Partnerships with our Community Policy'

Student and Volunteer Requirements

1. All students and volunteers must complete a 'Student and Volunteer Information Sheet', and undergo a volunteer induction prior to commencement (including how they are to identify a child with a medical condition, the child's medical management plan and the location of the child's medication if necessary)
2. Any volunteer over 18 years of age must have a volunteer's Working With Children Check number which must be verified by the service prior to commencement
3. Students and volunteers under 18 will not be included in staff ratios, or left unsupervised with children

Encouraging Volunteer Participation

- Requests for work experience from students from the local high schools or tertiary schools will be encouraged and considered upon request by the Centre Manager
- Parent participation is encouraged to assist with the education of children from time to time as part of programmed education (e.g. careers discussions)
- People from the local community are encouraged to volunteer to engage with the service and invest into the lives of the children and families through appropriate programs under supervision of centre staff

PROCEDURE VERSION AND REVISION INFORMATION



Authorised by GENERAL MANAGER

Current version 1

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