

PARTICIPATION OF VOLUNTEERS AND STUDENTS

Emerge Early Years Services (EEYS) are committed to the safety and wellbeing of all children, and this will be the primary focus of our education, care and decision-making. Our commitment will be enacted through the implementation and monitoring of the Child Safe Standards.

EEYS have zero tolerance to child abuse.

EEYS are committed to providing a child safe environment where children feel safe, secure and empowered and their voices are heard about decisions that affect their lives. Particular attention will be paid to the Cultural safety of Aboriginal Children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.



PURPOSE

This policy will provide guidelines for the engagement and participation of volunteers and students at EEYS, while ensuring that children's health, safety and wellbeing is protected at all times.



POLICY STATEMENT

VALUES

EEYS is committed to:

- supporting connections with educational institutions to provide opportunities for students to undertake practicum placements as part of their studies
- building relationships with community members and providing suitable opportunities to engage volunteers to contribute to the programs and activities of the service
- ensuring the health, safety and wellbeing of each child at the service through consistent compliance with this policy and procedures when engaging volunteers and students.

SCOPE

This policy applies to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children, and others attending the programs and activities of EEYS, including during offsite excursions and activities.

RESPONSIBILITIES	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Parents/guardians	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the nominated supervisor, ECT and educators and which are aligned with the <i>Child Safe Environment and Wellbeing Policy</i> (Child Safe Standards 2 – 2.2)	✓	✓	✓		
Accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the nominated supervisor	✓	✓			
Obtaining a valid WWC Check Clearance (refer to <i>Definitions</i>) and providing details to the service prior to commencement (Child Safe Standards 6 – 6.2)					✓
Checking the status of the Working with Children (WWC) Clearance (refer to <i>Definitions</i>) prior to commencement, and ensuring that the details, including identification number and expiry date are recorded in the staff record. (Child Safe Standards 6-6.2)	R	✓			
Immediately declaring to the nominated supervisor any changes that mean they do not meet the requirements relating to being a volunteer or student, such as ceasing their studies or if their WWCC has been revoked. (Child Safe Standards 6-6.2)					R
Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record. (Child Safe Standards 6-6.2)	R	✓			
Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service (<i>Regulations 145, 149(1)</i>).	R	✓			
Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions	✓	✓			

Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (<i>Regulation 149(2)</i>)	R	✓	✓		
Completing and maintaining the National Educator Register (refer to Sources) in the National Quality Agenda IT System for all educators, volunteers and students, non-educator staff, teachers (regardless of whether or not they are registered or accredited with a teacher registration body), nominated supervisors and directors/co-ordinators (<i>Child Safe Standards 6 – 6.2</i>)	R	R			
Ensuring that volunteers, students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected (<i>National Law, Section: 167</i>) (<i>Child Safe Standards 6-6.4</i>)	R	✓	✓		
Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.(<i>Child Safe Standards 6-6.4</i>)				✓	✓
Informing the Room leader/ student supervisor or teacher in writing about training requirements, including timesheets and evaluation forms				✓	
Staying up to date with all written work requirements				✓	
Maintaining open communication with work experience and placement students, as well as with the students' course supervisor, about their performance		✓	✓		✓
Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (<i>Regulation 83</i>) (<i>refer to Tobacco, Alcohol and other Drugs Policy</i>)	R	✓	✓	✓	✓
Providing volunteers, students and parents/guardians with access to all service policies and procedures (<i>Regulation 171</i>), and access to the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law (Regulation 185)</i> (<i>Child Safe Standards 11-11.5</i>)	R	✓	✓		
Ensuring that volunteers, students and parents/guardians comply with the <i>Education and Care Services National Regulations 2011</i> and <i>Education and Care Services National Law</i> and all service policies and procedures (<i>Regulations 170</i>)(<i>Child Safe Standards 11-11.5</i>)	R	✓	✓	✓	✓
Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> ,	R	R	R		R

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<p>Education and Care Services National Law (Regulation 185) and with all service policies and procedures, including the <i>Code of Conduct Policy, Child Safe Environment and Wellbeing Policy, Interactions with Children, Safe Use of Digital Technologies and Online Environment and Privacy and Confidentiality Policy</i> while attending the service (Child Safe Standards 11-11.1, 11.5)</p>					
<p>Identifying, responding to and reporting inappropriate conduct (<i>refer to Definitions</i>) in accordance with the <i>Education and Care Services National Law</i> and the <i>Reportable Conduct Scheme</i>, including notifying the Social Services Regulator within required timeframes where a reportable allegation is formed (<i>refer to Code of Conduct Policy</i>)</p>	R	R	R	R	R
<p>Ensuring that volunteers and students do not carry their personal electronic devices (<i>refer to Definitions</i>) while providing education and care to children, except for authorised essential purposes (<i>refer to Definitions</i>) (Child Safe Standards 6 – 6.4)</p>	R	R	R		R
<p>Ensuring that volunteers, including students complete prescribed child protection training within the timeframes in the National Regulations (Child Safe Standards 8 – 8.1, 8.2, 8.3, 8.4) This is applicable for regular volunteers and all students</p>	R	R		R	
<p>Ensuring that volunteers, including students complete mandatory national child safety training within the timeframes prescribed in the National Regulations (Child Safe Standards 8 – 8.1, 8.2, 8.3, 8.4) This is applicable for regular volunteers and all students</p>	R	R		R	
<p>Ensuring volunteers/students receive guidance on child-friendly participation and feedback channels, and how to respond to or escalate concerns raised by children (<i>Child Safe Standards 3 – 3.1, 3.4</i>)</p>	R	✓	✓		✓
<p>Ensuring volunteers/students follow child-focused complaints procedures, respond promptly and thoroughly, and report to relevant authorities and cooperate with law enforcement where required (<i>Child Safe Standards 7 – 7.3, 7.4</i>)</p>	R	✓	✓		✓
<p>Ensuring volunteers, students and parents/guardians can identify children with medical conditions, the child's medical management plan and the location of the child's medication (<i>Regulations 90, 168(2)(d), 170, 171</i>)</p>	R	✓	✓		
<p>Informing volunteers, students and parents/guardians of the services <i>Dealing with</i></p>	R	✓			

Medical Conditions Policy (Regulations 90, 168(2)(d), 170, 171)					
Informing volunteers, students and parents/guardians of the services emergency and evacuation procedures (Regulations 97, 168(2)(e))	R	✓	✓		
Developing an induction checklist for volunteers and students attending the service (refer to Attachment 1) in consultation with the nominated supervisor and educators.(Child Safe Standards 6 – 6.3)	R	✓	✓		
Ensuring that volunteers and students have completed the induction checklist (refer to Attachment 1) and have been provided with a copy of the staff handbook, if applicable. (Child Safe Standards 6 – 6.3)	R	✓	✓		✓
Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service	✓	✓			

BACKGROUND AND LEGISLATION



BACKGROUND

Students may participate in programs and activities at the service from time to time including observing and experiencing the provision of centre-based education and care. This will be encouraged and facilitated by EEYS wherever appropriate and possible.

EEYS values the participation of parents/guardians and other family members, and the voluntary contribution they make to the education and care of their own and other children. “In genuine partnerships families and educators value each other’s knowledge and roles, communicate freely and respectfully and engage in shared decision making” (Early Years Learning Framework – *refer to Sources*).

EEYS 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 should only be engaged to complement, not replace, the work of paid staff. Accordingly, services should not engage volunteers to fill the place of an employee who is ill or on leave, or to fill a vacant budgeted position.

Volunteers 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

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- where there is a conflict of interest.

Prior to participation at the service, a volunteer or student (aged 18 years or over) must be in possession of a Working with Children (WWC) Clearance (*refer to Definitions*).

In line with Child Safe Standards and the *Child Safe Environment and Wellbeing Policy*, prior to engaging a volunteer or student an assessment should be undertaken of the nature of the responsibility to determine whether a position description is required and based on that whether an interview and referee checks are required.

LEGISLATION AND STANDARDS

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)
- Worker Screening Act 2020 (Vic)
- Worker Screening Regulation 2021 (Vic)
- Working with Children's check

DEFINITIONS



The terms defined in this section relate specifically to this policy. For regularly used terms e.g. Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the PolicyWorks catalogue.

Child-related work: 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.

Conflict of interest: (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

Essential purposes: The use and / or possession of a personal electronic device may be authorised for purposes other than taking images or recording videos of children include:

- communication in an emergency situation involving a lost child, injury to child or staff member, or other serious incident, or in the case of a lockdown or evacuation of the service premises
- personal health requirements, e.g. heart or blood sugar level monitoring
- disability, e.g. where a personal electronic device is an essential means of communication for an educator or other staff member
- family necessity, e.g. a worker with an ill or dying family member
- technology failure, e.g. when a temporary outage of service-issued electronic devices has occurred

- local emergency event occurring, to receive emergency notifications through government warning systems, for example, bushfire evacuation text notification.

Inappropriate conduct: Conduct that a reasonable person would consider inappropriate in an education and care service, taking into account any of the following circumstances:

- Whether the conduct aligns with generally accepted education and care practice
- The child's age and developmental stage
- Whether the conduct is likely to cause or result in harm (including emotional, psychological or physical harm) or injury to a child or children
- Whether the conduct is sexual, aggressive or violent.

In deciding if the conduct is inappropriate, it does not matter if:

- the child consented (agreed to the conduct, either by directly expressing their consent or implying consent through their actions)
- the person subjecting the child to the conduct believes the child has consented
- the person subjecting the child to the conduct is related to the child.

Subjecting a child to inappropriate conduct can occur in a number of ways including, but not limited to:

- in-person via words or behaviour, including both adult to child or between adults in the presence of a child/ren
- filming and capturing images or recordings
- as a single occasion or as part of a pattern over time
- either directly or indirectly (for example, exposure to inappropriate language or conversations, or leaving inappropriate material accessible to children)
- online
- as an omission (for example, deliberately excluding a child).

Personal Electronic Device: A device that can take photos, record or store videos refers to any handheld or portable device owned by an individual, such as a smartphone, smart watches with camera/recording functionality, tablet, or digital camera, personal storage and file transfer media (such as SD cards, digital cameras, wearables, such as camera glasses, USB drives, hard drives and cloud storage), which has the capability to capture and store images or video footage. These devices are not issued or controlled by the approved provider.

Student: 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.

Volunteer: 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 and attending excursions.

Volunteers who do not attend the program on a regular basis such as volunteering on a once off excursion are not required to do the child protection training and the national child safe training.

Regular Volunteers: 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 **on an ongoing capacity**.



SOURCES AND RELATED POLICIES

SOURCES

- Australian Children's Education and Care Quality Authority (ACECQA): www.acecqa.gov.au
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: www.acecqa.gov.au
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) www.cryp.vic.gov.au
- Working with Children Check; www.service.vic.gov.au

RELATED POLICIES

- Child Safe Environment and Wellbeing
- Code of Conduct
- Compliments and Complaints
- Delivery and Collection of Children
- Determining Responsible Person
- Inclusion and Equity
- Interactions with Children
- Occupational Health and Safety
- Privacy and Confidentiality
- Safe Use of Digital Technologies and Online Environments
- Staffing
- Supervision of Children

EVALUATION



In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- check staff records on a regular basis to ensure details of students, volunteers and where appropriate parents/guardians are maintained in line with all legislative requirements as outlined in the policy
- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).



ATTACHMENTS

- Attachment 1: Induction checklist for volunteers and students
- Attachment 2: Student & Volunteer pack

AUTHORISATION

This policy was adopted by the approved provider of EEYS on 03/03/2026

NEXT REVIEW DATE: March 2027

VERSION	REVIEW DATE	DOCUMENT WRITER	REVISION DESCRIPTION	APPROVED BY
V1 v2	December 2021	Policy Team	Endorsed	Pauline Butler
V 1.3	September 2025	Policy Team	Updated in line with Rapid child safety review 1/09/2025	Elicia Napoli
V2	March 2026	Policy Officer	Updates in line with ELAA	CEO EN
V2.1	13/05/2026	Policy Officer	Procedure Updates and new Volunteer and Student Pack	CEO EN

Attachment 1. Induction Checklist for Volunteers and Students

Name: _____ Date: _____

To be completed with the nominated supervisor prior to commencing at the service. This induction is for all volunteers and all students participating in EEYS services.

Regular volunteer 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 on an **ongoing** capacity. These activities may include child-related work, administrative tasks, or preparing materials or food and attending regular excursions (bush kindergarten).

Excursion volunteers: A person or parent (who's child attends the service) who willingly undertakes defined activities to support the education and care program through **once off** excursions or service events.

Student: 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

Volunteer/Student	Please tick (where applicable)
Student/Volunteer Application form/ Volunteer Pack completed	
Working with Children Check	
Child Protection Training (regular Volunteers and students only)	
National Child Safe Training (regular Volunteers and students only)	
Sign In/Out Requirements	
Tour of Service / Bathroom facilities / Locker (If supplied)	
Shift times/ Breaks	
Uniform Policy/Dress Code/Hat	
Parking	
Introduced to key people - Nominated Supervisor, Educational Leader, Room Leaders and Educators	
I have been given access to all the policies and procedures of EEYS,	
I understand the content of service policies and procedures, including those relating to:	
<ul style="list-style-type: none"> • use of personal devices (<i>Safe Use of Digital Technologies and Online Environments</i>) 	
<ul style="list-style-type: none"> • conduct while at the service (<i>Code of Conduct Policy</i>) 	
<ul style="list-style-type: none"> • emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>) 	
<ul style="list-style-type: none"> • accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>) 	

Volunteer/Student	Please tick (where applicable)
<ul style="list-style-type: none"> dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis and Allergic Reactions Policy, Diabetes Policy, Epilepsy and Seizures Policy and Administration of Medication Policy</i>) 	
<ul style="list-style-type: none"> good hygiene practices (<i>Hygiene Policy and Food Safety Policy</i>) 	
<ul style="list-style-type: none"> dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>) 	
<ul style="list-style-type: none"> first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>) 	
<ul style="list-style-type: none"> daily routines 	
<ul style="list-style-type: none"> the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> interacting appropriately with children (<i>Interactions with Children Policy</i>) 	
<ul style="list-style-type: none"> reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Compliments and Complaints Policy and Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>) 	
<ul style="list-style-type: none"> handling complaints and grievances (<i>Compliments and Complaints Policy</i>) 	
<ul style="list-style-type: none"> child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment and Wellbeing Policy</i>) 	
<ul style="list-style-type: none"> privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>) 	
<p>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 (<i>Tobacco, E-Cigarettes, Alcohol, Vapes and other Drugs Policy</i>)</p>	
<p>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</p>	
<p>I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition</p>	

Volunteer or student name: _____

Signature: _____ Date: _____

Nominated Supervisor's name: _____

Signature: _____ Date: _____

Attachment 2: Volunteer & Student Pack

Welcome and Thank You

Thank you for choosing to volunteer or complete your student placement with our service. We appreciate your time, commitment, and contribution to supporting children, families, and educators within our kindergarten/community.

Your involvement plays an important role in helping us provide a safe, inclusive, and engaging environment for all children. We look forward to working with you and supporting you throughout your experience with us.

Please take the time to read and complete this Volunteer & Student Pack and return it to the service prior to your start date, excursion, or service event.

Important Information for Students and Volunteers

As a student or volunteer at the service, you are required to read, understand, and comply with relevant service policies and procedures before commencing your role.

You will also need to speak with service staff to arrange a suitable time to:

- complete your induction
- discuss expectations and responsibilities
- complete any required training

All students and volunteers are required to hold a current Working with Children Check (WWCC) prior to commencing at the service. A copy of your WWCC card and details will need to be provided to the service for verification and record keeping purposes.

All students and regular volunteers are also required to complete training modules relating to:

- Child Safety
- Child Protection

These training modules must be completed before commencing at the service.

Volunteers attending a one-off excursion or service event *will not* be required to complete these additional training modules; however, they must follow all directions provided by educators and service staff at all times.

Before You Commence

- Completed and return Volunteer & Student Pack
- Provided Working with Children Check details
- Read relevant policies and procedures
- Completed induction
- Completed required training modules

Policies and Procedures

The following information outlines key sections of EEYS policies and procedures relevant to students and volunteers. Please ensure you read and understand this information. Links to the full policies can be found here: <https://www.eeys.com.au/policies>

CODE OF CONDUCT

ATTACHMENT 3. CODE OF CONDUCT FOR STUDENTS, VOLUNTEERS, CONTRACTORS AND VISITORS

I commit to contributing to creating an environment at EEYS that:

- Respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to Definitions) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

Relationships with children

In my relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.
- Relationships with the approved provider, persons with management and control, nominated supervisor, staff and others

In my relationships with the approved provider, nominated supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches

- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- always following the directions of staff
- treating the early childhood environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the Compliments and Complaints Policy.

PARTICIPATION OF VOLUNTEERS AND STUDENTS

Students and Volunteers are expected to:

- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Maintaining open communication with work experience and placement students, as well as with the students' course supervisor, about their performance
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (Regulation 83) (refer to Tobacco, Alcohol and other Drugs Policy)
- Ensuring that volunteers, students and parents/guardians comply with the Education and Care Services National Regulations 2011 and Education and Care Services National Law and all service policies and procedures (Regulations 170)
- Complying with the requirements of the Education and Care Services National Regulations 2011, Education and Care Services National Law (Regulation 185) and with all service policies and procedures, including the Code of Conduct Policy, Child Safe Environment and Wellbeing Policy, Interactions with Children, Safe Use of Digital Technologies and Online Environment and Privacy and Confidentiality Policy while attending the service
- obtaining a valid WWC Check (refer to Definitions) and providing details to the service prior to commencement
- Ensuring that volunteers and students and do not carry their personal electronic devices (refer to Definitions) while providing education and care to children, except for authorised essential purposes (refer to Definitions)
- Immediately declaring to the nominated supervisor any changes that mean they do not meet the requirements relating to being a volunteer or student, such as ceasing their studies or if their WWC has been revoked

ESAFETY FOR CHILDREN AND SAFE USE OF DIGITAL TECHNOLOGIES AND ONLINE ENVIRONMENTS

ATTACHMENT 5. PARENT/GUARDIAN AUTHORISATION FOR UNDER-AGE ACCESS TO THE EEYS DIGITAL TECHNOLOGY FACILITIES

Students and volunteers are expected to:

- Act in accordance of the policy
- Only use service/business devices – not personal devices with children
- Following processes and procedures for taking, storing and sharing photos online
- Asking children's permission before taking photos/videos
- Mitigate online risk, including data breaches
- Engage in professional learning about online safety education and teaching children about safe online engagement
- Ensure risk assessment are completed prior to any online apps being used with children
- Use digital technology in a safe, respectful, and professional manner at all times.
- Maintain the privacy and confidentiality of all children, families, educators, and staff.
- Not photograph, film, or record children, families, staff, or service environments on personal devices.
- Only use service-approved devices and applications when authorised by staff.
- Not share confidential or identifying information about children, families, staff, or the service online or through digital platforms.
- Follow all service policies relating to privacy, confidentiality, social media, and child safety.
- Ensure any digital communication is respectful, appropriate, and professional.
- Immediately report any concerns relating to inappropriate online behaviour, cyber safety, or breaches of privacy to the Nominated Supervisor or relevant staff member.
- Not access inappropriate, offensive, or non-work/study-related content while at the service.
- Protect passwords, login details, and confidential information from unauthorised access.
- Use technology in ways that support children's safety, wellbeing, and learning.
- Comply with all directions provided by educators and service staff regarding the use of digital technologies.
- Understand that breaches of privacy, confidentiality, or child safety requirements may result in the placement or volunteering arrangement being discontinued

PRIVACY AND CONFIDENTIALITY

Students and volunteers are expected to:

- Keeping information on children, families, staff, the service and organisation confidential
- Ensuring that images of children are treated with the same respect as personal information, and as such are protected by privacy laws in the same way
- Asking children for permission before taking their photo or video and explain how it will be used. Respecting the child when they say no
- Providing notice to children and parents/guardians when photos/video recordings are going to be taken at the service
- Abiding by laws, policies and procedure

INTERACTIONS WITH CHILDREN

Students and volunteers are expected to:

- Actively supporting and facilitating the participation and inclusion of Aboriginal children, young people, and their families.
- Ensuring children are adequately supervised

- Support children to feel safe, express themselves, are offered positive encouragement and guidance and have their rights and dignity maintained
- Use positive communication and engagement
- Ensuring appropriate physical contact is maintained at all times
- Work collaboratively with staff to support children's interactions
- Maintaining confidentiality

CHILD SAFE ENVIRONMENT AND WELLBEING

Students and volunteers are expected to:

- Following laws, policies and procedure to keep children safe
- contributing to an organisational culture of child safety
- Ensure students are not under the influence of drugs or alcohol
- Follow risk assessment within the service to keep children safe
- Identifying and mitigating risks in the online and physical environments without compromising a child's right to privacy, access to information, social connections and learning opportunities
- Be familiar with child safety standards
- Complete any necessary child safety training
- Report any mandatory reporting or reportable conduct concerns to the supervisor or CEO
- Actively discouraging discrimination against children, families and educators on the basis of culture, gender, age, sexuality, disability or religion.
- Notifying the approved provider or person with management or control immediately on becoming aware of a concern, complaint or allegation regarding the safety, health and welfare of a child at EEYS
- Maintaining confidentiality at all times
- Ensuring children are always actively supervised

SOCIAL MEDIA AND PUBLICITY

Students and volunteers are expected to:

- Follow the service's Social Media and Publicity Policy, Child Safe Standards, and Victorian privacy legislation at all times.
- Respect children's rights to privacy, dignity, and safety in all online and public communications.
- Do not photograph, film, record, or share images of children.
- Ensure any use of children's images aligns with the approved media consent permissions provided by parents/guardians. (students on placement)
- Personal phones, tablets, and social media accounts must not be used to capture or share images, videos, or information about the children or staff.
- Maintain confidentiality regarding children, families, educators, volunteers, and service operations both online and offline.
- Do not post comments, photos, videos, or information that may identify a child, family, or staff member connected to the service.
- Only authorised staff may upload content to the service's website, newsletters, or social media platforms.

- Use respectful, inclusive, and professional language when representing the kindergarten or early childhood program publicly.
- Report any concerns regarding inappropriate online behaviour, breaches of privacy, or unsafe digital practices immediately to the Program Coordinator or Nominated Supervisor.
- Support safe online environments in line with the Victorian Child Safe Standards and the National Model Code for Taking Images or Videos of Children.
- Understand that breaches of privacy, confidentiality, or social media expectations may result in disciplinary action or removal from placement/volunteering.

CHILD SAFETY COMMITMENT

Emerge Early Years Services (EEYS) are committed to the safety and wellbeing of all children and this will be the primary focus of our education, care and decision making. Our commitment will be enacted through the implementation and monitoring of the Child Safe Standards.

EEYS has a zero tolerance for child abuse.

EEYS are committed to providing a child safe environment where children feel safe, secure and empowered and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

CHILD SAFETY OFFICER CONTACT DETAILS

Name: Elicia Napoli **Phone:** 0418 526 975 **Email:** ceo@eeys.com.au



Students and Volunteer Details Form	
Placement Dates:	<p>..... / / To / /</p> <p>Type: <input type="radio"/> 0-2 years <input type="radio"/> 3-5 years <input type="radio"/> Kindergarten/ Pre Prep</p>
Employer/ Placement Host:	<p>Emerge Early Years Services. 22 McLachlan Street, Horsham, VIC</p> <p>Early Years location:</p>
Student/ Volunteer Details:	<p>Given Names:</p> <p>.....</p> <p>Last Name:</p> <p>Date of Birth: / /</p>
Residential Address:	<p>Address:</p> <p>.....</p> <p>Town: Postcode:</p>
Student/ Volunteer Contact Details:	<p>Mobile:</p> <p>Email Address:</p> <p>Work Hours Phone No:</p> <p>After Hours Phone No:</p>
Emergency Contact Details:	<p>1) Name:</p> <p>Relationship:</p> <p>Mobile:</p> <p>Work Phone No:</p> <p>A/H Phone No:</p> <p>2) Name:</p> <p>Relationship:</p> <p>Mobile:</p> <p>Work Phone No:</p> <p>A/H Phone No:</p>

<p>Pre-existing Injury or Illness or Medical Condition:</p>	<p>Do you have a pre-existing injury, illness or medical condition that may affect your ability to undertake your placement? YES / NO (please circle applicable) Please provide details of pre-existing injury: What duties, position requirements or abilities may be affected by your pre-existing injury, illness? Do you have a plan for modification of duties from your GP or medical specialist? YES / NO (please circle applicable) If YES please attach a copy to this form. Do you have any allergies, anaphylaxis, asthma, diabetes that the service needs to be aware if? YES / NO (please circle applicable) Please provide details and how we can support your medical condition: </p>
<p>Child Safe Policies:</p>	<p>All EEYS policies are located on our website. Please read and become familiar with the following: Child Safe Environment & Wellbeing https://irp.cdn-website.com/5162f454/files/uploaded/QA4+Code+of+Conduct+Policy+V3.pdf Participation of Volunteers and Students Safe Use of Digital Technologies and Online Environments Privacy and Confidentiality Interaction with Children</p>
<p>Working with children's check:</p>	<p>Number: Expiry:</p>
<p>Students and Regular Volunteer Child Safety Training</p>	<p>National child safety training Completed: Child Protection Training Completed:</p>

Current School/Tafe/Uni completing studies:	Name of Tafe/ University/ other:.....
	Qualification Studying:
	Contact/ Supervisor Name:
	Contact/ Supervisor Contact details:

Declaration

- I declare that the above information supplied by me is true and correct and that if at any time there is a change to this information, I will supply EEYS with written confirmation.
- I also agree that in case of an emergency you have my permission to call an ambulance, and any associated costs will be borne by me.
- I declare that all information herein and any matters relating to EEYS and/or its member sites during my student placement will remain confidential and that I will comply with the policies of the association, statutory rules and regulations applicable to kindergartens and under which the association operates.
- I have read and understood the policies in the link above
- I am aware that I cannot use my personal phone whilst in the program or to take recordings of children
- I am aware that I must not be left alone with children
- I am aware that EEYS is a child safe organisation
- I will abide by the code of conduct
- I am aware that I must maintain privacy and confidentiality
- I am aware that I must not use my personal devices while at the service/ excursion.
- I am aware that I need to discuss permissions and taking photos for the purpose of assignments with my placement supervisor prior to doing this (to ensure correct permissions are taken and children's faces are blurred out) and only on a service or business device.

Name:

Signature:

Date: / /

If under 18 years of age:

Parent/Guardian

Name:

Signature:

Date: / /

Excursions & Service Events

(Excursion/Event Volunteers Only)

Thank you for volunteering to assist with the following excursion or service event:

Excursion/Service Event: _____

Early Years Service: _____

Date: _____

As a volunteer participating in this excursion or service event, you are required to acknowledge and comply with the following conditions:

1. You will remain under the direct supervision of a qualified educator, staff member, or approved provider at all times during the excursion/service event.
2. Prior to the excursion/service event, staff will provide you with information regarding:
 - the educational purpose of the excursion/event
 - your role and responsibilities
 - supervision and safety requirements
 - relevant details for the day, including contact numbers, staff names, meeting points, and the schedule of activities.
3. All volunteers, students, and family members are expected to comply with service policies and procedures, including but not limited to:
 - Volunteers and Students Policy
 - Child Safe Environment Policy
 - Privacy and Confidentiality Policy
 - SunSmart Policy
 - Participation and Supervision requirements.

Copies of these policies are available at the service or via the EEYS website.

4. You will be required to provide emergency contact details prior to the excursion/service event and authorise staff to seek emergency medical treatment and/or ambulance transport on your behalf if required.
5. You must follow all directions and instructions provided by staff during the induction process and throughout the excursion/service event.
6. A current Working with Children Check (WWCC) must be provided to the service prior to participating in the excursion/service event where required.

Volunteer Declaration

I, _____, understand and accept the responsibilities and conditions outlined above and agree to volunteer for the excursion/service event listed in this document.

I understand that I will remain under the supervision of staff members responsible for the excursion/service event and authorise the staff member in charge to seek emergency medical treatment and/or ambulance transport on my behalf if required.

Volunteer Details:

Print Name: _____

Contact Number: _____

Signature: _____

Date: _____

Emergency Contact 1 Details

Emergency Contact Name: _____

Relationship to Volunteer: _____

Contact Phone Number: _____

Emergency Contact Details

Emergency Contact Name: _____

Relationship to Volunteer: _____

Contact Phone Number: _____

Please Note

A Risk Assessment and Excursion/Service Event Management Plan has been completed for this excursion/service event and is available for viewing at the Early Years Service.

Thank you for your contribution to helping EEYS maintain an open, safe, welcoming, and supportive environment for children, families, staff, students, and volunteers.

Please return all completed Volunteer/Student forms to the service prior to attendance.

Student & Volunteer Records Checklist (to be completed by the nominated supervisor)

The Nominated Supervisor is responsible for ensuring all required documentation and induction requirements have been completed prior to a student or volunteer commencing at the service or attending an excursion/service event.

A staff file must be created and maintained at the service for all students and regular volunteers.

For one-off excursion or service event volunteers, the completed Volunteer & Student Pack must be kept with staff during the excursion/service event.

Documentation Required	Tick or N/A
Student placement paperwork completed and filed (where applicable)	
Staff file created for student/ regular Volunteer	
Current Working with Children Check (WWCC) verified and copy placed in staff file	
Status checked of WWCC every 6 months and documented below.	
Volunteer & Student Pack completed and placed on staff file	
Copy of Volunteer & Student Pack available for excursions/service events	
Relevant medical information provided by student/volunteer (if applicable)	
All relevant Policies as per Volunteer and Student Pack read and acknowledged.	
Induction completed and filled in staff file	
Copy of child safe and child protection certificates placed on file (students and regular volunteers)	

Important Information

- Staff files must be maintained at the service for all students and regular volunteers.
- Copies of all relevant documentation must accompany staff on excursions/service events where students or volunteers are attending.
- One-off excursion/service event volunteers are only required to complete the Volunteer/Student Pack unless otherwise directed by the service.

This student/volunteers' WWCC were checked on:

Date	Person Completing Check	Signature