

PARTICIPATION OF VOLUNTEERS AND STUDENTS

QUALITY AREA 4 | EEYS VERSION 2.2

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	Nominated supervisor and persons in day-to-day	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> (<i>Child Safe Standards 2 – 2.2</i>)	✓	✓	✓		
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 (<i>refer to Definitions</i>) and providing details to the service prior to commencement(<i>Child Safe Standards 6 – 6.2</i>)					✓
Checking the status of the Working with Children (WWC) Clearance (<i>refer to Definitions</i>) prior to commencement, and ensuring that the details, including identification number and expiry date are recorded in the staff record.(volunteer/ student file) (<i>Child Safe Standards 6-6.2</i>)	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. (<i>Child Safe Standards 6-6.2</i>)					R
Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record.(<i>Child Safe Standards 6-6.2</i>)	R	✓			
Ensuring that the staff record (Volunteer/ Student file) 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 (Volunteer/ Student file) 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, regular 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 (Child Safe Standards 6 – 6.2)	R	R			
Volunteer/ Student file sent to manager once completed. (within 48hrs) This is to ensure the National Workforce register can be updated. (students and Regular Volunteers only)		✓			
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>) (Child Safe Standards 6-6.4)	R	✓	✓		
Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected. (Child Safe Standards 6-6.4)				✓	✓
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 placement 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> (Child Safe Standards 11-11.5)	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	R	✓	✓	✓	✓

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service policies and procedures (<i>Regulations 170</i>)(<i>Child Safe Standards 11-11.5</i>)					
Complying with the requirements of the <i>Education and Care Services National Regulations 2011</i> , <i>Education and Care Services National Law (Regulation 185)</i> and with all service policies and procedures, including the <i>Code of Conduct Policy</i> , <i>Child Safe Environment and Wellbeing Policy</i> , <i>Interactions with Children</i> , <i>Safe Use of Digital Technologies and Online Environment</i> and <i>Privacy and Confidentiality Policy</i> while attending the service(<i>Child Safe Standards 11-11.1, 11.5</i>)	R	R	R		R
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>)	R	R	R	R	R
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>) (<i>Child Safe Standards 6 – 6.4</i>)	R	R	R		R
Ensuring that volunteers, including students complete prescribed child protection training (Mandatory Protection) within the timeframes in the National Regulations (<i>Child Safe Standards 8 – 8.1. 8.2, 8.3, 8.4</i>) This applies to regular volunteers and students. It does not apply to high school work experience students.	R	R		R	
Ensuring that volunteers, including students complete mandatory national child safety training (Gecko training) within the timeframes prescribed in the National Regulations (<i>Child Safe Standards 8 – 8.1. 8.2, 8.3, 8.4</i>) This applies to regular volunteers and students. It does not apply to high school work experience students.	R	R		R	
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>)	R	✓	✓		✓
Ensuring volunteers/students follow child-focused complaints procedures, respond promptly and thoroughly, and report to relevant authorities and	R	✓	✓		✓

cooperate with law enforcement where required (Child Safe Standards 7 – 7.3, 7.4)					
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 (Regulations 90, 168(2)(d), 170, 171)	R	✓	✓		
Informing volunteers, students and parents/guardians of the services <i>Dealing with Medical Conditions Policy</i> (Regulations 90, 168(2)(d), 170, 171)	R	✓			
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 <i>Attachment 1</i>) 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 <i>Attachment 1</i>) and have been provide with and completed their Volunteer and Student Pack (refer to attachment 2), (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
- 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*).

EEYS distinguishes between the roles of a parent/guardian and a volunteer. A parent or guardian who is dropping off or collecting their child from the service, or who is attending the service as a parent/guardian without participating in the program, is not considered a volunteer.

However, if a parent or guardian attends the program to assist with its delivery or to support the program activities, they are considered a volunteer. Parent helpers are therefore classified as volunteers.

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 (including all EEYS policies)
- 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.

Students must:

- ✓ Complete the required placement documentation.
- ✓ Complete EEYS Volunteer and Student Pack
- ✓ Hold a current Working with Children Check
- ✓ Complete required Child Safety and Child Protection training before commencing placement.
- ✓ Attend an induction before commencing.
- ✓ Follow the directions of supervising educators at all times.
- ✓ Wear and identification badge

Students who are under 18 and are on a school placement (work experience) do not require a Working with Children's Check Clearance.

Within this policy, the term “**students**” refers to both students undertaking placement as part of a recognised early years qualification and high school work experience students. Where applicable, the policy will specify when a particular requirement applies to only one of these groups.

High School Work Experience Student: a secondary school student who attends the Service for a short, agreed period as part of a school-approved work experience program to gain an understanding of the early childhood education and care sector. The student is not employed by the Service, is not undertaking a formal vocational or tertiary placement, and does not replace or contribute to educator staffing requirements or ratios. The student must remain appropriately supervised and must not be left alone with children.

Students must:

- ✓ Complete the required work experience and/or placement documentation
- ✓ Complete EEYS Volunteer and Student Pack
- ✓ Hold a current WWCC if over 18 years of age.
- ✓ Attend an induction before commencing
- ✓ Sign in and out of the visitor's log
- ✓ Wear an identification badge
- ✓ Follow the directions of supervising educators at all times.

Volunteer: A Volunteer is a person, including a parent or guardian whose child attends the service, who willingly undertakes activities to support the education and care program in an unpaid or honorary capacity.

Volunteer activities may include:

- Child-related work (refer to Definitions).
- Administrative tasks.

- Preparing learning materials or food.
- Assisting with excursions.
- Supporting service events or other program activities.

Volunteers may assist on either an occasional (once-off) or regular basis.

All Volunteers must hold a current Working with Children Check Clearance and provide evidence to the service before volunteering

Occasional (Once-off) Volunteer: An Occasional (Once-off) Volunteer is a volunteer who assists the service on an infrequent or one-off basis, for example:

- Reading to children.
- Assisting with fruit time or a cooking experience.
- Helping at a service event.
- Assisting on a single excursion.

Occasional volunteers are not required to complete the Victorian Child Protection Training or the National Child Safe Principles Training.

Before participating, occasional volunteers must:

- Receive the service's volunteer induction.
- Complete the Volunteer/ Student Pack
- Provide details of their Working With Children Check Clearance

Regular Volunteer: A Regular Volunteer is a person, including a parent or guardian whose child attends the service, who volunteers on an ongoing or recurring basis to support the education and care program.

For the purposes of EEYS, a volunteer who participates in volunteer activities **more than twice** in a term is considered a Regular Volunteer.

Regular volunteer activities may include:

- Child-related work.
- Administrative tasks.
- Preparing learning materials or food.
- Attending regular excursions, such as Bush Kindergarten.
- Providing ongoing assistance within the educational program.

Before participating volunteers must:

- Receive the service's volunteer induction.
- Complete the Volunteer/ Student Pack

- Provide details of their Working With Children Check Clearance

Before participating in a **third volunteer activity within the same term**, the regular volunteer must also:

- Complete the National Child Protection Training. (Geccko – 2hrs – Completed every two years)
- Complete the Victorian Child Protection Training (Mandatory Reporting 1hr- completed yearly)
- Provide evidence of completion of both training modules to the service.

These requirements must be met before the volunteer undertakes any further volunteer duties during that term.



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.ccyp.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: Volunteer and Student Pack
- Attachment 3: Volunteer and Student File Checklist
- Attachment 4: Excursion & Service Events Volunteer and Student Agreement



AUTHORISATION

This policy was adopted by the approved provider of EEYS on 25/08/2026

NEXT REVIEW DATE: August 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 21/07/2026	Policy Officer	Procedure Updates and new Volunteer and Student Pack	CEO EN
V2.2	11/8/26 25/8/2026	Policy Officer	New forms created following Policy feedback	CEO EN



Attachment 1 – Volunteer and Student Induction Checklist

This induction must be completed by the Nominated Supervisor before a volunteer or student commences at the service.

Name: _____ **Service:** _____

Role: ☐ Occasional Volunteer ☐ Regular Volunteer ☐ Student ☐ Work experience Student (under 18years)

Induction completed by: _____ **Date:** _____

1. Before Commencing

Requirement	YES	N/A
Volunteer/Student file created (kept at the service)		
Student Placement/ work experience documentation received from Office and filed in Student file.		
Working with Children Check verified and copy placed on Volunteer/ Student File.		
WWCC expiry date recorded. Expiry: _____		
Volunteer and Student Pack completed and placed in the Volunteer/ Student File.		
A second copy of the Volunteer and Student Pack must be prepared for each excursion and taken on the excursion. For each excursion, a new “ Excursion and Service Event Volunteer/Student Agreement ” must be completed and updated to reflect the details of that specific excursion.		
National Child Safety Training completed (This applies to Regular Volunteers and Students only; it does not apply to high school work experience students)		
Victorian Child Protection Training completed (This applies to Regular Volunteers and Students only; it does not apply to high school work experience students)		
Evidence of mandatory training sighted and recorded in Volunteer/ Student file		
Sent the completed student/ volunteer file to the line manager (within 48 hours). Managers are required to add all regular volunteers or students to the National Workforce register. (This applies to Regular Volunteers and Students only; it does not apply to high school work experience students)		

2. Welcome to the Service

The following has been explained or shown:

Item	YES	N/A
Tour of the service		
Sign in and sign out procedures		
Visitor identification requirements		
Staff room, bathrooms and locker (if applicable)		
Parking arrangements		
Shift times, breaks and attendance expectations		
Dress code, enclosed footwear and sun-safe hat requirements		
Introduction to the Nominated Supervisor, Educational Leader, Room Leaders and Educator		

3. Child Safety and Professional Responsibilities

The following has been discussed:

Topic Discussed	YES	N/A
Volunteer/ Student role and responsibilities while volunteering/on placement		
Volunteer/ Student to work under the direction and supervision of educators at all times		
Child Safe Code of Conduct		
Child Safe Standards and EEYS commitment to child safety		
Professional boundaries when working with children		
Appropriate interactions with children		
Expectations regarding supervision of children		
How to identify and respond to child safety concerns		
Who to report concerns to (Nominated Supervisor/Child Safety Officer)		
Privacy and confidentiality requirements		
Appropriate use of mobile phones, cameras, social media and personal devices		
Expectations when attending excursions, regular outings and service events		
Complaints and grievance procedures		

4. Health, Safety and Emergency Procedures

The following has been explained:

Topic Discussed	YES	N/A
Emergency and evacuation procedures		
Fire exits, assembly area and fire equipment		
First aid arrangements and first aid kit locations		
Incident, injury, trauma and illness reporting		
Medical conditions, allergies, asthma, anaphylaxis, diabetes, epilepsy and medication procedures		
Infection control, hygiene and food safety practices		
Occupational Health and Safety responsibilities		
Hazard, incident and near miss reporting		
Smoke-free workplace requirements		
Requirement not to attend under the influence of alcohol or drugs (including medications that impair capacity)		

5. Daily Practice and Expectations

The following has been discussed:

Topic Discussed	YES	N/A
Daily routines and educational program		
Expectations for maintaining a clean, safe and organised environment		
Supporting children with additional needs under educator direction		
Volunteers and students must never be left alone with children unless permitted under legislation and service procedures		
Volunteers and students must not administer medication, discipline children, undertake nappy changing (see note), toileting or transport children. Note: EEYS does not permit volunteers to undertake nappy changing or toileting in any circumstances.		

All educators will carry out nappy changing; however, at times if a student is required to carry out this as part of their practical requirements, they will be under the constant supervision of a qualified educator.		
Appropriate communication with families and visitors		
Volunteers/ Students to seek guidance from an educator whenever they are unsure of their responsibilities.		

6. Policies and Procedures

Volunteer/ Student has been advised of where to access all EEYS policies and procedures and the expectation that they are to comply with them while volunteering or undertaking their placement.

The following key policies have been highlighted:

Topic Discussed	YES	N/A
Child Safe Environment and Wellbeing Policy		
Code of Conduct		
Interactions with Children Policy		
Privacy and Confidentiality Policy		
Occupational Health and Safety Policy		
Incident, Injury, Trauma and Illness Policy		
Emergency and Evacuation Policy		
Dealing with Medical Conditions Policy		
Administration of First Aid Policy		
Hygiene and Food Safety Policies		
Excursions, Regular Outings and Service Events Policy		
Safe Use of Digital Technologies and Online Environments Policy		

Declaration

I confirm that I have participated in the induction outlined above. I understand my role and responsibilities and agree to comply with all EEYS policies and procedures, including the Child Safe Code of Conduct.

I understand that if I have any concerns regarding the safety, wellbeing or welfare of a child, I must immediately report my concerns to the Nominated Supervisor or the person in charge.

Volunteer/Student Name: _____

Signature: _____

Date: _____

Nominated Supervisor Declaration

I confirm that I have completed this induction with the above volunteer/student and that they have been provided with the information, guidance and supervision necessary to undertake their role safely and in accordance with service policies and legislative requirements.

Nominated Supervisor (or delegate): _____

Signature: _____

Date: _____

Attachment 2 – Volunteer & Student Pack

Welcome and Thank You

Thank you for choosing to volunteer or complete your student placement with EEYS.

We appreciate the time, commitment and contribution you provide to support children, families and educators within our kindergarten/community.

Your involvement helps us provide a safe, inclusive and engaging environment where children can learn, develop and thrive.

We look forward to working with you and supporting you throughout your experience at EEYS.

Before commencing, please ensure you:

- Complete and return the Volunteer & Student Pack which includes the following:
 - **Part A:** Volunteer and Student Information- please read and understand the expectations outlined
 - **Part B:** Student and Volunteer Details Form- Complete and return
 - **Part C:** Code of Conduct- Sign and return
 - **Part D:** Excursion & Service Event Volunteer/Student Agreement- Complete and return.
(only applicable if you are attending an Excursion or service event)
- Attend an induction with the Nominated Supervisor at the service.
- Have a current Working with children check clearance and provide details to the service for verification and record keeping purposes (Not applicable for High school work experience students)
- Complete any required training before commencing (where applicable)

Part A: Volunteer and Student Information

About Volunteers and Students

Volunteers

A **Volunteer** is a person, including a parent or guardian whose child attends the service, who willingly undertakes activities to support the education and care program in an unpaid or honorary capacity.

Volunteer activities may include:

- Child-related work.
- Administrative tasks.
- Preparing learning materials or food.
- Assisting with excursions.
- Supporting service events or other program activities.

Volunteers may assist on either an **occasional (once-off)** or **regular** basis.

All Volunteers must hold a current Working with Children Check Clearance and provide evidence to the service before volunteering.

Occasional (Once-off) Volunteers

An **Occasional (Once-off) Volunteer** is a volunteer who assists the service on an infrequent or one-off basis.

Examples include:

- Reading stories to children.
- Assisting with fruit time.
- Supporting a cooking experience.
- Helping at a service event.
- Assisting on a single excursion.

Occasional volunteers are not required to complete:

- National Child Safety Training.
- Victorian Child Protection Training.

Before participating, occasional volunteers must:

- Receive the service's volunteer induction.
- Complete the Volunteer/ Student Pack
- Provide details of their Working with Children Check Clearance

Regular Volunteers

A **Regular Volunteer** is a volunteer who supports the service on an ongoing or recurring basis.

For the purposes of EEYS, a volunteer who participates in volunteer activities **more than twice in a term** is considered a Regular Volunteer.

Examples of regular volunteer activities include:

- Child-related work.
- Preparing learning materials or food.
- Assisting with regular excursions such as Bush Kindergarten.
- Providing ongoing support within the education and care program.
- Supporting educators through regular participation.

Before participating volunteers must:

- Receive the service's volunteer induction.
- Complete the Volunteer/ Student Pack
- Provide details of their Working with Children Check Clearance

Before participating in a **third volunteer activity within the same term**, regular volunteers must:

- ✓ Complete the **National Child Safety Training (Geccko)**. Completed every 2 years.
- ✓ Complete the **Victorian Child Protection Training – Mandatory Reporting and Other Obligations for Early Childhood Services**. Completed Yearly
- ✓ Provide evidence of completion of both training modules to EEYS.

These requirements must be completed before undertaking any further volunteer duties during that term.

Students

A **Student** is a person undertaking a placement as part of a recognised early childhood qualification.

Students are supported by their education provider (such as a university, TAFE or registered training organisation) and work with EEYS educators to complete their placement requirements.

Students must:

- ✓ Complete the required placement documentation.
- ✓ Complete EEYS Volunteer and Student Pack
- ✓ Hold a current Working with Children Check

- ✓ Complete required Child Safety and Child Protection training before commencing placement.
- ✓ Attend an induction before commencing.
- ✓ Follow the directions of supervising educators at all times.

Students who are under 18 and are on a school placement do not require a Working with Children's Check Clearance.

Within this pack, the term **"students"** refers to both students undertaking placement as part of a recognised early years qualification and high school work experience students. Where applicable, the pack will specify when a particular requirement applies to only one of these groups.

High School Work Experience Student: a secondary school student who attends the Service for a short, agreed period as part of a school-approved work experience program to gain an understanding of the early childhood education and care sector. The student is not employed by the Service, is not undertaking a formal vocational or tertiary placement, and does not replace or contribute to educator staffing requirements or ratios. The student must remain appropriately supervised and must not be left alone with children.

Students must:

- ✓ Complete the required work experience and/or placement documentation
- ✓ Complete EEYS Volunteer and Student Pack
- ✓ Hold a current WWCC if over 18 years of age.
- ✓ Attend an induction before commencing
- ✓ Sign in and out of the visitor's log
- ✓ Wear an identification badge
- ✓ Follow the directions of supervising educators at all times.

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**
- **Participation of volunteers and students**
- **ESafety for children and safe use of digital technologies and online environments**
- **Privacy and Confidentiality**
- **Interactions with Children**
- **Children Safety and Wellbeing**
- **Social Media and Publicity**
- **Excursions and Service Events**
- **Emergency and Evacuations**
- **Occupational Health and Safety**

More information can also be found in the Education and Care Service Regulations and the Education and care Services National Law.

Our Expectations of Volunteers and Students

Everyone at EEYS has a role in keeping children safe.

As a volunteer or student, you are expected to:

Put Children First

- Always prioritise children's safety, wellbeing and rights.
- Support children's participation, inclusion and learning.
- Respect each child's culture, identity, abilities and individual needs.
- Treat all children with dignity, respect and kindness.

Work With Educators

- Follow the directions of educators and the Nominated Supervisor.
- Work within your role and level of experience.
- Ask questions if you are unsure.
- Communicate openly with supervising educators.
- Remember that educators remain responsible for children's supervision and education.

Maintain Professional Boundaries

Volunteers and students must:

- ✓ Be positive role models.
- ✓ Use respectful and encouraging communication.
- ✓ Support children through play and learning experiences.
- ✓ Maintain appropriate physical contact with children.
- ✓ Follow service policies and procedures.

Volunteers and students must **not**:

- ✗ Discipline or punish children.
- ✗ Be left alone with children
- ✗ Undertake tasks they have not been authorised or trained to complete.
- ✗ Administer medication
- ✗ Transport children

- ✗ Undertake nappy changing or toileting of children. (Volunteer specific)
-

Child Safety Responsibilities

EEYS is committed to creating a child safe environment where all children are protected from harm.

Volunteers and students must:

- ✓ Follow the Child Safe Code of Conduct.
- ✓ Report any concerns about a child's safety or wellbeing immediately.
- ✓ Tell the Nominated Supervisor or educator if a child discloses something concerning.
- ✓ Maintain confidentiality when reporting concerns.
- ✓ Support an environment where children feel safe, respected and listened to.

If you see, hear or become aware of something that concerns you, report it immediately. Do not investigate the concern yourself.

Privacy and Confidentiality

During your time at EEYS, you may become aware of personal information about children, families and staff.

This information must remain confidential.

You must:

- ✓ Respect children's and families' privacy.
- ✓ Only discuss information with people who need to know.
- ✓ Keep information about children and families private.
- ✓ Follow EEYS Privacy and Confidentiality requirements.

You must **not**:

- ✗ Share information about children or families outside the service.
 - ✗ Discuss children, families or incidents on social media.
 - ✗ Take information, photos or records from the service without approval.
-

Safe Use of Digital Technology

To protect children's privacy and safety:

- ✓ Only use service-approved devices when authorised.
- ✓ Follow educator directions regarding photographs and technology.

You must **not**:

- ✗ Use personal phones or devices while working with children.
 - ✗ Photograph, film or record children using personal devices.
 - ✗ Use EEYS digital platforms.
 - ✗ Share photographs, videos or information about children, families or EEYS online.
 - ✗ Post about your placement or volunteer experience
-

Health and Safety Responsibilities

All volunteers and students must:

These items will be discussed during your induction.

- ✓ Sign in and out when attending the service.
- ✓ Follow emergency and evacuation procedures.
- ✓ Know where to go during an emergency.
- ✓ Report hazards, incidents or injuries immediately.
- ✓ Follow hygiene, food safety and infection control procedures.
- ✓ Wear suitable clothing and enclosed footwear.
- ✓ Follow safe work practices.

Volunteers and students must not attend the service if affected by alcohol, illegal drugs or medication that impacts their ability to safely participate.

Before You Commence Checklist

- ☐ Volunteer & Student Pack completed and returned.
- ☐ Working with Children Check details provided
- ☐ Induction completed.
- ☐ Relevant policies and procedures read.
- ☐ Required training completed. (This applies to Regular Volunteers and Students only; it does not apply to high school work experience students)
- ☐ Expectations and responsibilities discussed with the supervising educator.

Need Support or Have Questions?

If you are unsure about anything, please speak with an educator or the Nominated Supervisor.

Nominated Supervisor: _____

Educational Leader: _____

Other Contact Person: _____

Child Safety Officer: _____

Thank you for being part of EEYS and helping us create a safe, respectful and welcoming environment where every child can learn, grow and belong.

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






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

	A/H Phone No:
Pre-existing Injury or Illness or Medical Condition:	Do you have a pre-existing injury, illness or medical condition that may affect your ability to volunteer/ 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:
Child Safe Policies:	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
Working with children's check:	Number: Expiry:
Students and Regular Volunteer Child Safety Training	National child safety training Completed: Child Protection Training Completed:
Current School/Tafe/Uni completing studies:	Name of Tafe/ University/ school /other:..... Qualification Studying:

(Students Only)	Contact/ Supervisor Name:
	Contact/ Supervisor Contact details:

Declaration

Please read each statement carefully and tick to indicate your agreement.

☐ I declare that the information I have provided is true, accurate and complete. I understand that if any of this information changes, I will notify EEYS in writing as soon as practicable.

☐ In the event of an emergency, I authorise EEYS to seek appropriate medical assistance on my behalf, including calling an ambulance if required. I understand that any associated costs may be my responsibility.

☐ I acknowledge that, during my volunteer role or student placement, I may have access to confidential information relating to children, families, educators, staff and the service. I agree to maintain strict confidentiality and comply with the Privacy and Confidentiality Policy at all times.

☐ I confirm that I have read and understood the information contained in the Volunteer & Student Pack and have been provided access to the relevant EEYS policies and procedures.

☐ I understand that EEYS is a Child Safe Organisation, and I agree to comply with the Child Safe Code of Conduct, Child Safe Standards and all relevant service policies and procedures.

☐ I understand my role and responsibilities as a volunteer/student and acknowledge that I must always work under the direction and supervision of educators.

☐ I understand that I must not be left alone supervising children unless authorised in accordance with legislation, service procedures and my approved role.

☐ I understand my responsibility to report any concerns relating to the safety, wellbeing or welfare of a child immediately to the Nominated Supervisor or the person in charge.

☐ I agree to maintain the privacy and confidentiality of all information relating to children, families, educators, staff and the service.

☐ I understand that personal mobile phones, cameras and other personal electronic devices must not be used while working with children or attending excursions, unless authorised by the Nominated Supervisor for an approved purpose. I will not photograph, film or record children using a personal device.

Student Placement Acknowledgement (Students studying their qualification and completing placement)

☐ I understand that any photographs or documentation required for assessment purposes must be discussed with and approved by my Placement Supervisor and the Nominated Supervisor before they are taken. I understand that only service-approved devices may be used and that all privacy, confidentiality and child safety requirements must be followed.

Volunteer/Student

Name: _____

Signature: _____

Date: ____ / ____ / ____

Parent/Guardian Consent (if the Volunteer/Student is under 18 years of age)

Parent/Guardian Name: _____

Signature: _____

Date: ____ / ____ / ____

Part C: Code of Conduct for Parents/ Guardians, 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 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:

- reading and abiding by the [Code of Conduct policy](#)
- 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](#)
- following the directions of staff at all times
- 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](#).

I hereby acknowledge that I have been given access to the [Conduct policy](#) for EEYS.

<https://irp.cdn-website.com/5162f454/files/uploaded/QA4+Code+of+Conduct+Policy+V3.pdf>

I have read this policy and understand its contents. I commit to abiding by the *Code of Conduct* and fulfilling my responsibilities as outlined in this policy whilst I am a volunteer or Students attending EEYS.

I agree to abide by the values, principles and practices set out within.

I understand that a breach of the *Code of Conduct* may lead to limitations being placed on my attendance as a Volunteer or Student.

Signature

Name (please print)

Date

Thank you for your contribution to making EEYS an open, safe, welcoming and friendly environment.

Part D: Excursion & Service Event Volunteer/Student Agreement

Thank You

Thank you for volunteering or participating as a student during this excursion or service event.

Your support helps provide valuable learning experiences for children while ensuring they remain safe, supported and engaged throughout the activity.

Excursion / Service Event Details

Excursion / Service Event: _____

Early Years Service: _____

Date: _____

Before the Excursion or Service Event

Before participating, you will:

☐ Complete the Volunteer and Student Pack

☐ Complete a service Induction and briefing where the Nominated Supervisor or educator responsible for the excursion/service event will brief you on the following:

- the purpose of the excursion or event
 - your role and responsibilities
 - supervision arrangements
 - emergency procedures
 - meeting points and schedule
 - important contact information
 - any identified risks and safety requirements.
-

Volunteer & Student Responsibilities

While participating in this excursion or service event, I understand that I must:

☐ Follow the directions of educators and staff at all times.

☐ Remain under the supervision of an educator or staff member.

☐ Support children in a positive, respectful and inclusive manner.

☐ Follow all EEYS policies and procedures, including:

- Volunteers and Students Policy
- Child Safe Environment and Wellbeing Policy
- Privacy and Confidentiality Policy
- SunSmart Policy
- Excursions, Regular Outings and Service Events Policy
- Any other relevant service procedures.

☐ Maintain the privacy and confidentiality of children, families and staff.

☐ Not use personal phones, cameras or other electronic devices to photograph, film or record children.

☐ Immediately report any safety concerns, incidents or injuries to an educator.

☐ Follow all safety instructions provided before and during the excursion/service event.

Working with Children Check

☐ I have provided my current Working with Children Check details to EEYS.

Emergency Medical Treatment

In the event of an emergency, I authorise EEYS to seek appropriate medical treatment on my behalf, including ambulance transport if required.

I understand that any associated costs may be my responsibility.

Emergency Contact Details

Emergency Contact 1

Name: _____

Relationship: _____

Phone: _____

Emergency Contact 2

Name: _____

Relationship: _____

Phone: _____

Volunteer/Student Declaration

I acknowledge that:

- ☐ I have received the excursion/service event briefing.
 - ☐ I understand my role and responsibilities.
 - ☐ I will remain under the direction and supervision of educators.
 - ☐ I understand that children remain the responsibility of EEYS educators and staff.
 - ☐ I agree to comply with all EEYS policies, procedures and staff directions.
 - ☐ I understand that EEYS does not permit children who are not enrolled in the service to attend excursions, regular outings or service events when a parent or guardian is participating as a volunteer.
 - ☐ I understand that failure to follow service policies, procedures or staff directions may result in my participation in the excursion or service event being discontinued.
-

Volunteer/Student Details

Name: _____

Contact Number: _____

Signature: _____

Date: _____

Service Use Only

Staff Member Conducting induction/ briefing: _____

Signature: _____

Date: _____

Please Note

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

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

<https://www.eeys.com.au/policies>

Thank you for helping EEYS provide safe, engaging and enjoyable learning experiences for children.

Attachment 3: Volunteer & Student File Checklist

To be completed by the Nominated Supervisor (or delegate).

This checklist is to ensure all required documentation has been received, verified and filed before a student or volunteer commences at the service or participates in an excursion or service event.

A confidential **Volunteer/Student File** must be created and maintained for **all students** and **regular volunteers**.

For **occasional (once-off) volunteers** attending an excursion or service event, the completed Volunteer & Student Pack must be available to educators for the duration of the activity and retained in accordance with EEYS record keeping requirements. Each EEYS service is to create a 'once off Volunteers file' to hold these records at the service. One copy will be taken on the excursion and one copy kept at the service in the "once off Volunteer file".

Student / Volunteer Details

Name: _____

Role:

- ☐ Student ☐ High School Work Experience Student
- ☐ Regular Volunteer ☐ Occasional (Once-off) Volunteer

Service: _____

Commencement Date: _____ **End Date:** _____

Documentation Checklist

Documentation	Student	Regular Volunteer	Occasional Volunteer	High-School Placement
Volunteer/Student File created	☐	☐	N/A	☐
Student placement documentation received (if applicable) and filled.	☐	N/A	N/A	☐
Volunteer & Student Pack completed and signed (part B, C & D)	☐	☐	☐	☐
Induction completed	☐	☐	☐	☐
Working with Children Check verified and copy made for Volunteer/ student File	☐	☐	☐	N/A (Unless over 18 years)
WWCC expiry date recorded	☐	☐	☐	N/A
Relevant medical information provided (if applicable)	☐	☐	☐	☐

Relevant EEYS policies acknowledged	☐	☐	☐	☐
National Child Safety Training evidence filed	☐	☐	N/A	N/A
Victorian Child Protection Training evidence filed	☐	☐	N/A	N/A
Volunteer/Student details forwarded to Line Manager within 48 hours (National Educator Register update)	☐	☐	N/A	N/A

Excursions and Service Events

Where a volunteer or student attends an excursion or service event:

☐ Required documentation is available to educators during the excursion/service event. (Volunteer and Student Pack) and a copy also kept in the Volunteer and Student File.

☐ For every excursion/ Service event the Attachment 4 -Excursions & Service Events Volunteer/ Student Agreement" which is also found in the Volunteer and Student Pack will be re-completed with current details.

☐ Volunteer/Student has received the excursion/service event briefing on the day.

Working with Children Check Monitoring

The Working with Children Check must be monitored throughout the volunteer or student engagement in accordance with EEYS procedures.

Date Checked	Verified By	Signature	Expiry Date Confirmed

Attachment 4: Excursion & Service Events Volunteer and Student Agreement

Part D: Excursion & Service Event Volunteer/Student Agreement

Thank You

Thank you for volunteering or participating as a student during this excursion or service event.

Your support helps provide valuable learning experiences for children while ensuring they remain safe, supported and engaged throughout the activity.

Excursion / Service Event Details

Excursion / Service Event: _____

Early Years Service: _____

Date: _____

Before the Excursion or Service Event

Before participating, you will:

☐ Complete the Volunteer and Student Pack

☐ Complete a service Induction and briefing where the Nominated Supervisor or educator responsible for the excursion/service event will brief you on the following:

- the purpose of the excursion or event
- your role and responsibilities
- supervision arrangements
- emergency procedures
- meeting points and schedule
- important contact information
- any identified risks and safety requirements.

Volunteer & Student Responsibilities

While participating in this excursion or service event, I understand that I must:

- ☐ Follow the directions of educators and staff at all times.
 - ☐ Remain under the supervision of an educator or staff member.
 - ☐ Support children in a positive, respectful and inclusive manner.
 - ☐ Follow all EEYS policies and procedures, including:
 - Volunteers and Students Policy
 - Child Safe Environment and Wellbeing Policy
 - Privacy and Confidentiality Policy
 - SunSmart Policy
 - Excursions, Regular Outings and Service Events Policy
 - Any other relevant service procedures.
 - ☐ Maintain the privacy and confidentiality of children, families and staff.
 - ☐ Not use personal phones, cameras or other electronic devices to photograph, film or record children.
 - ☐ Immediately report any safety concerns, incidents or injuries to an educator.
 - ☐ Follow all safety instructions provided before and during the excursion/service event.
-

Working with Children Check

- ☐ I have provided my current Working with Children Check details to EEYS.
-

Emergency Medical Treatment

In the event of an emergency, I authorise EEYS to seek appropriate medical treatment on my behalf, including ambulance transport if required.

I understand that any associated costs may be my responsibility.

Emergency Contact Details

Emergency Contact 1

Name: _____

Relationship: _____

Phone: _____

Emergency Contact 2

Name: _____

Relationship: _____

Phone: _____

Volunteer/Student Declaration

I acknowledge that:

- ☐ I have received the excursion/service event briefing.
 - ☐ I understand my role and responsibilities.
 - ☐ I will remain under the direction and supervision of educators.
 - ☐ I understand that children remain the responsibility of EEYS educators and staff.
 - ☐ I agree to comply with all EEYS policies, procedures and staff directions.
 - ☐ I understand that EEYS does not permit children who are not enrolled in the service to attend excursions, regular outings or service events when a parent or guardian is participating as a volunteer.
 - ☐ I understand that failure to follow service policies, procedures or staff directions may result in my participation in the excursion or service event being discontinued.
-

Volunteer/Student Details

Name: _____

Contact Number: _____

Signature: _____

Date: _____

Service Use Only

Staff Member Conducting induction/ briefing: _____

Signature: _____

Date: _____

Please Note

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

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

<https://www.eeys.com.au/policies>

Thank you for helping EEYS provide safe, engaging and enjoyable learning experiences for children.

