




Policy and Procedure Title:	Early Years Participation of Volunteers and Students Policy and Procedure		
Date of Adoption:	21 May 2019		
Adoption Method:	<input type="checkbox"/> Council	<input type="checkbox"/> CEO	<input checked="" type="checkbox"/> Director
Director Signature:	Karen Stevens, Director Community Wellbeing 	Date:	5 AUGUST 2019
Responsible Officer and Unit:	Alycia O'Sullivan, Coordinator Early Years Services		
Nominated Review Period:	<input type="checkbox"/> Annually	<input checked="" type="checkbox"/> 3 years	
Last Review Date:	January 2016		
Next Review Date:	May 2022		
Purpose / Objective:	This policy will provide guidelines for the engagement and participation of volunteers and students attending a Macedon Ranges Shire Council Kindergarten Service.		
Background / Reasons for Policy and Procedure:	<p>Volunteers and students may participate in programs and activities at the service from time to time in order to observe and experience the provision of centre-based education and care. This will be encouraged and facilitated by the Macedon Ranges Shire Council wherever appropriate and possible.</p> <p>Macedon Ranges Shire Council 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).</p> <p>Macedon Ranges Shire Council values the participation of students and the contribution they make to the education and care of the children. "Effective partnerships with other professionals require leadership, common goals and communication across discipline and roles to build a sense of shared endeavour" (<i>Victorian Early Years Learning & Development Framework VEYLDF</i>)</p> <p>The Macedon Ranges Shire Council Early Years Services aim 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</p>		

DOCUMENT HISTORY	Version	Date	Author
Initial Draft			
Second Draft			
Final Draft			
Approval			

communication with staff, and other adults and children at the service (refer to Parent and Visitor Code of Conduct).

Volunteers and students can expect:

- a safe workplace
- meaningful work experience with appropriate direction
- supervision and training

The role that volunteers play in kindergarten 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 kindergarten service is responsible for ensuring that volunteers are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.

Prior to participation at the service, a volunteer (aged 18 years or over) must be in possession of a Working with Children (WWC) Check card or a Victorian Institute of Teaching (VIT) card.

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 commencing work at the service, all volunteers should be interviewed to ascertain their suitability for, and interest in, the tasks they will be undertaking, and to assess whether the volunteer's goals can be achieved. The interview process also provides an opportunity for volunteers to have their questions answered. Reference checks must be undertaken by a nominee of the Approved Provider, to confirm work abilities or character attributes. Good practice in volunteer management will include informal acknowledgement and recognition of volunteer contributions.

It is a requirement under the Education and Care Services National Regulations 2011 that the Approved Provider uses the volunteer registration record (Attachment 2) to document the details of all students and volunteers. The volunteer registration record must include the full name, address and date of birth of each student or volunteer who participates at the service. The Approved Provider of a centre-based service must also keep a record for each day on which the student or volunteer participates at the service, including the date and the hours of participation. In addition to this, it is recommended that students and volunteers undertake an induction to the service and complete an induction

	checklist (refer to Attachment 1), which should also be stored with the volunteer registration record.
Definitions:	<p>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.</p> <p>Student: A person undertaking a practicum placement (University students) as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of their placement.</p> <p>Work experience: refers to a secondary student completing placement at the kindergarten service. Refer to MRSC Student Policy.</p> <p>Volunteer: A person who willingly undertakes defined activities to support the education and care programs at a children’s service in an unpaid or honorary capacity or paid through a third party organisation. These activities may include direct contact with children, administrative tasks, or preparing materials or food.</p> <p>Direct family member: refers to parent, guardian, grandparents and siblings of a child attending the service.</p> <p>Parent/Guardian of children attending the centre are not considered a volunteer for the purpose of this Policy/Procedure.Visitor: any persons attending the Early Years Service who is not directly working with children or participating in the service in the presence of children.</p> <p>Nominated referee: refers to a person nominated by the volunteer who can provide a reference/character reference of their suitability to volunteer at the kindergarten.</p> <p>Working directly with children: For the purposes of the National Regulations <i>Working with Children Act 2005 Act No. 57/2005</i>, working directly with children is defined as “is likely usually to involve, regular direct contact with a child in connection with a service, body, place or activity where contact is defined as contact between a person and a child that involves (a) Physical contact; or (b) face to face oral communication or (c) physically being within eyeshot”.</p> <p>Working with Children (WWC) Check: The check is a legal requirement for those undertaking paid or voluntary child-related work in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse. The Department of Justice assesses a person’s suitability to work with children by examining relevant serious sexual, physical and drug offences in a person’s national criminal history and, where appropriate, their professional history. A WWC Check card, notice or document (valid</p>

	<p>for five years), is granted to a person under working with children legislation if:</p> <ul style="list-style-type: none"> • they have been assessed as suitable to work with children • there has been no information that, if the person worked with children, they would pose a risk to those children • they are not prohibited from attempting to obtain, undertake or remain in child-related employment. <p>Approved provider - Macedon Ranges Shire Council</p> <p>VIT – Victorian Institute of Teaching</p> <p>Student placement – work placement or work experience</p> <p>Educational Institution – university where student attends</p> <p>Regional Team Leader (RTL) – is the staff member in charge of the supervising teacher</p> <p>Supervising Teacher – Is the staff member who has been nominated to be directly responsible for the supervision of the ‘Student’</p> <p>Student/Professional Placement Administrator or Coordinator (or similar) – contact person at the Educational Institution where the student attends</p> <p>Student placement timesheet – a weekly timesheet completed by the Supervising teacher that includes days and times of supervision</p> <p>Supervision payment claim form (or similar) – claim form issued by the Educational Institution for remuneration for the supervising teacher</p> <p>Remuneration – payment for the supervising teacher for mentoring the student</p> <p>Remuneration rate – the payment per day based on the Educational Institution’s award</p> <p>Debtor Invoice – invoice created and forwarded to the Educational Institution to request payment for the supervising teacher</p>
References:	<ul style="list-style-type: none"> – Australian Children’s Education and Care Quality Authority (ACECQA): www.acecqa.gov.au – National <i>Early Years Learning Framework</i>: http://www.deewr.gov.au/earlychildhood/policy_agenda/quality/pages/earlyyearslearningframework.aspx – Working with Children Check Unit, Department of Justice, Victoria: www.justice.vic.gov.au/workingwithchildren/
Related Policies:	<p>Service policies:</p> <ul style="list-style-type: none"> – <i>Child Safe Environment Policy</i>

	<ul style="list-style-type: none"> - <i>Code of Conduct Policy</i> - <i>Complaints and Grievances Policy</i> - <i>Delivery and Collection of Children Policy</i> - <i>Determining Responsible Person Policy</i> - <i>Inclusion and Equity Policy</i> - <i>Interactions with Children Policy</i> - <i>Occupational Health and Safety Policy</i> - <i>Parent and visitor code of conduct</i> - <i>Privacy and Confidentiality Policy</i> - <i>Staffing Policy</i> - <i>Supervision of Children Policy</i> - <i>Student Placements MRSC D19-40818</i>
<p>Related Legislation:</p>	<p>Relevant legislation and standards include but are not limited to:</p> <ul style="list-style-type: none"> - <i>Education and Care Services National Law Act 2010: Section 169</i> - <i>Education and Care Services National Regulations 2011: Regulations 123, 145, 149, 157, 355, 358, 360</i> - <i>Equal Opportunity Act 2010 (Vic)</i> - <i>Fair Work Act 2009 (Cth)</i> - <i>National Quality Standard, Quality Area 4: Staffing Arrangements</i> - <i>Standard 4.1: Staffing arrangements enhance children's learning and development and ensure their safety and wellbeing</i> - <i>Occupational Health and Safety Act 2004 (Vic)</i> - <i>Working with Children Act 2005 (Vic)</i>

PARTICIPATION OF VOLUNTEERS AND STUDENTS POLICY

Mandatory – Quality Area 4

SCOPE

This policy applies to the staff, students on placement at kindergartens, volunteers, parents/guardians, children and others attending the programs and activities of the Macedon Ranges Shire Council Early Years Services.

PROCEDURES

As an Approved Provider, Council is responsible for:

- developing guidelines in consultation with the Nominated Supervisors and educators for accepting applications from volunteers/students to work at the service
- accepting or rejecting a potential volunteer/student based on the circumstances of the service at the time, in consultation with the Coordinator Early Years Services
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to *Supervision of Children Policy*)
- ensuring that, where required, the Working with Children (WWC) or VIT Check has been obtained prior to the volunteer's commencement at the service
- ensuring that the Volunteer Registration Record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) or VIT Check (Regulations 145, 147, 149) (refer to Attachment 2 & 3)
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor, staff under the law (Regulation 157)
- developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers/students and parents/guardians with access to all service policies and procedures, and the *Education and Care Services National Regulations 2011*
- ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures, including the *Parent and Visitor Code of Conduct*, while attending the service
- developing an induction checklist for volunteers/students attending the service (refer to Attachment 1) in consultation with the Nominated Supervisor and educators.

The Nominated Supervisor/Supervising Educator and other staff are responsible for:

- assisting the Approved Provider with decisions in relation to accepting/rejecting a potential volunteer/student based on the circumstances of the service at the time
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360) (refer to *Supervision of Children Policy*)
- ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff under the law (Regulation 157)

- ensuring strategies are in place to enable and encourage the participation and involvement of parents/guardians at the service
- providing volunteers/students and parents/guardians with access to all service policies and procedures and the *Education and Care Services National Regulations 2011*
- ensuring that volunteers/students and parents/guardians comply with the National Regulations and all service policies and procedures, including the *Parent and Visitor Code of Conduct*, while attending the service
- assisting the Approved Provider to develop an induction checklist for volunteers/students at the service (refer to Attachment 1)
- ensuring that volunteers/students have completed the induction checklist (refer to Attachment 1)
- complying with the requirement 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
- complying with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children
- enabling parents/guardians of children attending the service to access the service premises at any time the child is being educated and cared for except where this poses a risk to the safety of children and/or staff
- assisting volunteers/students to understand the requirements of this policy and the expectations of the service
- the supervising teacher must keep a record for each day the student participates at the service, including the date and the hours of participation. In addition, it is recommended the student undertakes an induction to the service and completes an induction checklist before their placement. (refer to Attachment 1). The induction checklist should be stored with the volunteer registration record (refer to Attachment 2) which includes a copy of the WWCC and emergency contact information at the service (Regulation (student emergency contacts held by Human Resources))
- record dates and hours of attendance in the professional placement timesheet weekly (refer to Attachment 3 and 4) to ensure that the student has attended the required number of full days
- encourage self-evaluation and discuss student's performance with them on a daily basis
- follow processes the Educational Institution have asked to ensure the student gains the most out of their student placement
- ensure students are made aware of any problem areas mentioned in the final evaluation form, and provide mentoring and opportunities to improve progress towards the standards
- contact the Educational Institution immediately if there are serious concerns about a student's progress
- submit a student placement timesheet (refer to Attachment 3 and 4) to be processed once the student has completed student placement for payment for training a teacher on placement as per Early Education Employees Agreement 2016, page 46.

Volunteers, while at the service, are responsible for:

- undertaking a Working with Children (WWC) or VIT Check and presenting a current WWC Check or VIT card or other notification, as applicable (refer to Attachment 2)
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to *Privacy and Confidentiality Policy*)
- complying with the requirements of the *Education and Care Services National Regulations 2011* and with all service policies and procedures, including the *Parent and Visitor Code of Conduct*, while at the service
- completing the Volunteer registration record including the attendance of the volunteer in the volunteer participation table (refer to Attachment 2) and the induction checklist (refer to Attachment 1) prior to commencement at the service

- if not a direct family member of a child attending a service, provide a referee to the supervising Teacher before placement is approved for a nominee of the Approved Provider to conduct a reference check (refer to Attachment 2)
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.

Students, while at the service, are responsible for:

- ensuring they have provided all required documentation to Macedon Ranges Shire Council Human Resources Department
- undertaking or presenting a Working with Children (WWC) Check and presenting a current WWC Check card or other notification, as applicable
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to *Privacy and Confidentiality Policy*)
- complying with the requirements of the *Education and Care Services National Regulations 2011* and with Council and service policies and procedures, including the *Early Years Code of Conduct and Council Code of Conduct Policy*, while at the service
- completing the induction checklist (refer to Attachment 1) prior to commencement at the service
- completing a personal & emergency contact details form, a document and policy acknowledgement form and for work experience students only a bank details form
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected
- signing the student placement timesheet weekly (refer to Attachment 3 or HR copy for work experience students)

Allocation of student placements

- A maximum of 4 student placements (university or secondary school) can be accepted and claimed for by a supervising Teacher per calendar year (refer to Attachment 4 and/or 5)
- Only one student can complete a placement at a service at any given time. Overlapping of students will be discussed with the Regional Team Leader if it occurs.
- The Regional Team Leader (RTL) will approve all student placements allocations (refer to Attachment 4 and/or 5)

Allocation of volunteer placements

- A maximum of 2 volunteer placements per kindergarten session.
- In respect to Parents/Guardians participating in an Early Years service, a risk assessment (as per excursion risk assessment) should be done in regard to number of participants within a kindergarten group session to ensure acceptable ratios are maintained to ensure a Child Safe Environment and the ability to provide the appropriate level of supervision within the session.

Payment (University students only)

- If supervising Teachers share the responsibilities of the student, the remuneration will be split accordingly. The supervising Teacher with the most contact hours with the student will complete the documentation. If hours are split evenly between two supervising Teachers, discussion to who is to complete the documentation needs to be confirmed prior of placement starting (refer to Attachment 3 and 4)

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 and volunteers 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 in consultation with the Nominated Supervisors, Educators and Early Years Team.
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

Record management (Regulatory requirement)

Completed induction checklist (with copy of WWC) and volunteer register record to be stored with staff records at kindergarten service.

Student placement details will be held within HR. Induction checklist to be completed and stored with student information form the educational intuition.

ATTACHMENTS

Attachment 1: Induction checklist

Attachment 2: Volunteer register record

Attachment 3: Student placement timesheet

Attachment 4: Student procedure

Attachment 5: Work experience procedure (Refer to MRSC Student Policy also)

ATTACHMENT 1

**Induction checklist for volunteers/students/work experience
(D19-43185)**



**Macedon
Ranges**
Shire Council

Name: _____ Date: _____

To be completed by all volunteers/students participating at Macedon Ranges Shire Early Years Services and returned to the Nominated Supervisor prior to commencing at the service.

I acknowledge that Macedon Ranges Shire Council Early Years Services:	Please tick
<ul style="list-style-type: none"> - have zero tolerance for child abuse - actively listens to and empowers children - has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures - is committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability. 	
I have been given details of where to access and locate the policies and procedures of Macedon Ranges Shire Early Years Services	
I understand the content of the <i>Early Years Code of Conduct and Council Code of Conduct Policy</i> while at the service and I will comply with those requirements.	
I understand the content of service policy and procedure of emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>)	
Education and Care Services National Regulations 2011 – can be found at HTTPS://WWW.LEGISLATION.NSW.GOV.AU/REGULATIONS/2011-653.PDF	
I am aware of the non-smoking policy at the service	
The expectations of my placement/engagement, my role and responsibilities (including attending to the requirements of children with additional needs) have been clearly explained to me by my supervisor	
I am aware that I am expected to participate in general tasks, including maintaining the environment in a clean, safe and tidy condition	

Volunteer/student name: _____

Signature: _____ Date: _____

Nominated Supervisor's/Supervising Teachers name: _____

Signature: _____ Date: _____

ATTACHMENT 2

Volunteer registration record (D16-76125)

Volunteer Registration Record

Kindergarten: _____

Volunteer Name: _____ Surname: _____

Address: _____

Volunteer Phone No. _____ Date of Birth ____/____/____

Emergency Contact Name: _____ Phone Number: _____

Nominated referee (if applicable)*: _____

*must be provided if volunteer is not a direct family member of the child attending the service

Working with Children card (WWCC) or Victorian Institute of Teaching (VIT) card

No*: _____ Card Expiry ____/____/____

* Please attach a copy of card

As a volunteer of Council the following conditions apply:

1. The tasks you have volunteered for may include: assisting with minor building/garden maintenance, assisting in the classroom, fund raising activities.
2. Nominated referee checks applicable to volunteers that are not direct family members or have a child at the attending service. Direct family members include Parents/guardians, grandparents, siblings and will be at the discretion of the supervising educator at the service.
3. Your Council Supervisor is the Early Childhood Teacher at your service.
4. All voluntary works must be approved by your Council Supervisor, volunteers do not receive payment by Council.
5. Your legal liability arising out of your approved voluntary work is covered by Council's Public Liability Insurance subject to policy conditions.
6. Council's Personal Accident insurance policy for voluntary workers provides limited benefits for injuries sustained whilst engaged in approved voluntary work on behalf of the Council.
7. Should any injury occur to you while you are acting as a volunteer of Council you must notify your Council Supervisor immediately, or as soon as practicable.
8. Any incident which occurs in which injury or property damage to other parties may arise must be reported immediately or as soon as practicable to your Council Supervisor.
9. Under the terms of the Occupational Health and Safety Act 2004, and the model Work Health Safety Act, volunteers must comply with Councils policies, procedures and relevant regulations.
10. Under the Education and Care Services National Law Act 2010 and the Education and Care Services Regulations, regulation 97, requires the approved provider of an Education and Care Service to take adequate precautions to protect children from harm or hazards and develop and regularly practice emergency procedures. As part of the Emergency Management Plan (EMP), it is an essential component that volunteers are aware of the Kindergartens EMP which will assist in more efficient outcomes in relation to community emergencies. Volunteers are required to know the emergency exits, relocation/evacuation

procedures and are able to assist the teacher if an emergency event was to occur while at the service.

11. The tasks you have volunteered to perform are to be undertaken with all due care, skill and diligence
12. Do you have any medical condition that may affect your volunteer work? Yes No

If yes, please specify:

I confirm that I have read and understood the above mentioned conditions prior to signing

Volunteer signature: _____ Date ____/____/____

Early Childhood Teacher signature: _____ Date ____/____/____

Privacy statement

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, [HTTP://MRSC.VIC.GOV.AU/PRIVACY](http://MRSC.VIC.GOV.AU/PRIVACY) and available for inspection at or collection from Council's customer service centres

Record of volunteer participation

Day	Term	Hours

ATTACHMENT 3
Student placement timesheet (D17-55214)

MACEDON RANGES SHIRE COUNCIL - TIMESHEET

EARLY YEARS - STUDENT PLACEMENT							Start Date: _____	End Date: _____
Supervising Educator: _____							Student: _____	
Kindergarten: _____							University: _____	
DAYS OF WORK							OFFICE USE ONLY	
	MON	TUES	WED	THURS	FRI	TOTAL	G/L Number	10-7326-1001-64001
Week 1							Day Rate	
Week 2							Total	
STUDENT SIGNATURE: _____			EDUCATOR SIGNATURE: _____			REGIONAL TEAM LEADER SIGNATURE: _____		
<p>ON COMPLETION OF EACH WEEK OR PLACEMENT, PLEASE RETURN THIS SIGNED FORM TO: EARLY YEARS, KYNETON OFFICE, SO PAYMENT CAN BE ISSUED.</p> <p>NB: PAYMENT CANNOT BE MADE IF THIS FORM IS NOT COMPLETED AND RETURNED</p>								

ATTACHMENT 4

Process of student placement

1. Educational Institutions (i.e. Universities) and individuals email go to workexperience@mrsc.vic.gov.au (HR) to request a placement at a Council Early Years Service. **Applications for placement will only be accepted at least one month prior to the start date.** This ensures sufficient time for the student and the Educational Institution to send through necessary documents for the student to complete their placement.
2. HR forwards request to Regional Team Leader (RTL) to confirm location (kindergarten), days, supervisor (who is supervising the student) of placement.
3. RTL will check with the appropriate supervising teacher to determine the suitability of the placement as per policy guidelines.
4. Once suitable placement has been obtained, the RTL will inform HR to commence the required documentation to initiate the placement.
5. HR will send relevant documentation to student including approval letter and necessary documents to start placement from the proposed date.
6. HR will follow-up all necessary correspondence and advise RTL when student paperwork is finalised.
7. RTL to **record placement** in the **r.Early Years Student Placement Calendar (to verify timesheet for payments)** Include the following in the calendar:
 - a. Full Name
 - b. Dates of placement/days
 - c. Details of supervising educator
 - d. Student contact details i.e. phone number, address
 - e. Payment amount, institution and contact (if applicable)
 - f. Include supervising educator and kindergarten in calendar invite
8. Team Leader Early Years Administration to create Debtor Invoice, complete University Claim form (invoice) and any other relevant paperwork for supervised teaching/student from the Educational Institution and forward to accounts receivable once placement has finished.
9. Supervising Teacher is to complete a 'Student Placement' timesheet (refer to Attachment 3) with day's student was at the service to receive payment. Timesheets to be forwarded to RTL for approval.
10. Approved timesheets forwarded to payroll for payment* with Debtor invoice. Payment will be forwarded to supervising Teacher once payment from the organisation has been collected.

**NOTE: work placement timesheets are clearly marked 'student placement timesheet'. Do not use standard timesheet template.*

ATTACHMENT 5

Work experience procedure

1. Schools (Secondary schools) and individuals email go to workexperience@mrsc.vic.gov.au (HR) and request a placement at one of our Early Years Services. **Applications for placement will only be accepted at least one month prior to the start date.** This ensures sufficient time for the student and the schools to send through necessary documents for the student to complete their placement.
2. HR forwards request to Regional Team Leader (RTL) to confirm location (kindergarten), days (days student will be on-site), supervisor (who is supervising the student) of placement.
3. RTL will consult with the appropriate supervising Teacher to determine the suitability of the placement as per policy guidelines.
4. Once suitable placement has been obtained, the RTL will inform HR to commence the required documentation to initiate the placement.
5. Supervising Teacher to complete induction checklist (refer to Attachment 1) with work experience student before they commence placement.
6. Follow Macedon Ranges Shire Council Student policy for further responsibilities of the work experience Student.



MEMORANDUM

To:	Fiona Alexander		
CC:	Sue Hobbs, Regional Team Leader & Moira Greenwood, Regional Team Leader, Nicole Fitzpatrick Early Year Team Leader		
From:	Alycia O'Sullivan, Coordinator Early Years Services		
File Ref:	D19-43218	CRM Ref:	N/A
Date:	19 July 2019		
Subject:	Participation of Volunteers and Students Policy and Procedure		

Dear Fiona,

The Participation of Volunteers and Students Policy and Procedure has been added by the Early Years Unit and the Manager of Community Services.

Changes to this policy and procedure:

- Professional experience placement policy added into attached policy
- Policy converted into policy and procedure
- Change of definitions and terminology to coincide with ELAA policy
- Amendment to existing templates – student timesheet, volunteer registration form and induction checklist to coincide with regulatory requirements
- Revision to process of student placement within the early year's operational team – change of roles and responsibilities. Regional team leaders to confirm/decline placements based on staff capacity
- Process created for record management at services for volunteer records due to regulatory requirement
- Limited capacity of 2 volunteers per session (excluding student placements and excursions re: ratio requirements)
- Reference check for volunteers (excluding direct family member to the child attending the kindergarten service)
- Added MRSC Student Policy to related records
- Team Leader, Early Years Administration to create financial documentation when requested from RTL and placement complete.

This is a mandatory policy to coincide with the MRSC Student Policy D18-33272 (work experience – schools). In addition to this policy the additional processes need to be adhered to:

- Authorisation of placement to be declined/approved by the Regional Team Leader of the service (subject to capacity at the service)



Macedon Ranges

Shire Council

- If approved, an induction checklist (refer to Attachment 1) must be completed with the Supervising Teacher on-site

Recommendation: That you sign the attached policy, so it can be distributed to the services as well as placed on Council's website for the community.

Alycia O'Sullivan
Coordinator Early Years Services

Fiona Alexander
Manager Community Services
Macedon Ranges Shire Council

1/8/19

