



**Acacia Indochinese Community Support Association**

**ACACIA CHILDREN'S CENTRES**

Reg No: A0039290V ABN: 76 707 214 67



## **Policy and Procedures Participation of Volunteers, Visitors and Students**

### **PURPOSE**

This policy will provide guidelines for the engagement and participation of volunteers and students at Acacia

Acacia 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 (refer to *Definitions*), volunteers (refer to *Definitions*), parents/guardians, children and others attending the programs and activities of Acacia Children's Centres..

### **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 Acacia wherever appropriate and possible.

Acacia 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). Parent/Guardian are invited to be involved in decision making for Acacia through involvement on the Management Committees, policies reviews, QIP, etc.

Acacia 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*). Parent/Guardians are encouraged to be actively involved in the Centre to participate in the daily life of Acacia including social functions, educator/parent interviews, or assisting in the children education and care program such as reading, gardening, cooking, etc.

Parent/Guardian and family members are welcome to visit at any reasonable time, with due consideration to the children's program.

Parent/Guardian are encouraged to share their skills, interests and cultures both informally (by simply spending time in the Centre) and formally (through arrangements with educators/staff).

The role that volunteers 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 are suitable to work with children, and that children's health, safety and wellbeing is protected at all times.



## Acacia Indochinese Community Support Association

### ACACIA CHILDREN'S CENTRES

Reg No: A0039290V ABN: 76 707 214 67



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*).

Parents/guardians whose children usually attend the service are exempt from needing a WWC Check (refer to *Definitions*). However, a service may decide, as a demonstration of duty of care, that all parents/guardians who volunteer at the service are required to undergo a WWC Check (refer to *Definitions*).

In line with Child Safe Standard 4 and the *Child Safe Environment 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)

### DEFINITIONS

**Paramount Consideration:** From 27 February 2026, the Education and Care Services National Law (National Law) requires the safety, rights and best interests of children to be the paramount consideration for all individuals involved in the operation and delivery of children's education and care. This elevates this obligation from a guiding principle under the National Quality Framework (NQF) to a statutory duty

**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.

**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.



## Acacia Indochinese Community Support Association

### ACACIA CHILDREN'S CENTRES

Reg No: A0039290V ABN: 76 707 214 67



**Volunteer:** A person who willingly undertakes defined activities to support the education and care programs at a service in an unpaid or honorary capacity. These activities may include child-related work (refer to *Definitions*), administrative tasks, or preparing materials or food.

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

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

**Visitors:** A person who can be defined as contractors, allied health professional, coaches or mentors, Student's supervisors or personal visitors

**Working with Children (WWC) Check:** The check is a legal requirement for those undertaking paid or voluntary child-related work (refer to *Definitions*) in Victoria and is a measure to help protect children from harm arising as a result of physical or sexual abuse.

**Working with Children (WWC) Clearance:** A WWC Clearance is granted to a person under Worker Screening legislation if:

- 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.

**National Early Childhood Worker Register:** The National Early Childhood Worker Register (launched 27 February 2026) is a secure, centralized database managed by [ACECQA](#) within the [NQA ITS portal](#), designed to improve child safety by providing regulators with real-time, nationwide visibility of all staff, including educators, volunteers, and trainees. Approved providers must update employee details within 14 days

## SOURCES AND RELATED POLICIES

### Sources

- [Australian Children's Education and Care Quality Authority \(ACECQA\): \[www.acecqa.gov.au\]\(http://www.acecqa.gov.au\)](#)  
**National Early Childhood Worker Register**
- The Early Years Learning Framework for Australia: Belonging, Being, Becoming: [www.acecqa.gov.au](http://www.acecqa.gov.au)
- A Guide for Creating a Child Safe Organisation (The Commission for Children and Young People) [www.cyp.vic.gov.au](http://www.cyp.vic.gov.au)
- Working with Children Check; [www.service.vic.gov.au](http://www.service.vic.gov.au)
- <https://www.acecqa.gov.au/national-model-code-taking-images-early-childhood-education-and-care>

### Service policies

- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints and Grievances Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Inclusion and Equity Policy
- Interactions with Children Policy
- Occupational Health and Safety Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Supervision of Children Policy
- Device policy



## PROCEDURES

### The approved provider and persons with management or control are responsible for:

- developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the Nominated Supervisor and educators and which are aligned with the *Child Safe Environment Policy*
- accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- Checking the status of the Working with Children (WWC) Clearance (*refer to Definitions*) of volunteers and students where required, and ensuring that the details, including identification number and expiry date are recorded in the staff record
- Ensure that each contractor, student placement/volunteer, is updated on the national early childhood worker register via NQSITS and this must be updated within 14 days whenever someone starts work, leaves or their details change, make sure that all worker records meet the requirements set out in the National Law and Regulation
- Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (Regulation 149(2))
- Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service (*Regulations 145, 149(1)*).
- Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions
- Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (*Regulation 149(2)*)
- keeping a record of visitors when they enter and leave the service.
- Ensuring that no visitors are left alone with children and that they are supervised closely when they are working with or around children.
- No visitor are to take in their personal devices or take any images of children (with exception for contractors, please refer to device policy)
- 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
- ensuring that volunteers, students and parents/guardians are not left with sole supervision of individual children or groups of children
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Providing volunteers, students and parents/guardians with access to all service policies and procedures (*Regulation 171*), and access to the *Education and Care Services National Regulations 2011 and Education and Care Services National Law (Regulation 185)*
- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011 and Education and Care Services National Law* and all service policies and procedures (*Regulations 170*)
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations
- 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*)
- Informing volunteers, students and parents/guardians of the services *Dealing with Medical Conditions Policy (Regulations 90, 168(2)(d), 170, 171)*
- Ensuring no students, Volunteers do not serve food to children unless asked to by the educator under supervision
- Ensuring students and volunteers are aware of National Law in regards to the offences in relation to inappropriate conduct (section 166A).



- Informing volunteers, students and parents/guardians of the services emergency and evacuation procedures (*Regulations 97, 168 (2)(e)*)
- Developing an induction checklist for volunteers and students attending the service (*refer to Attachment 1*) in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist (*refer to Attachment 1*) and have been provided with a copy of the staff handbook, if applicable.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- 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 educators under the law (Regulation 157)
- Ensuring no families students or volunteers take personal devices into the educational and care environment (refer to Devices policy)
- Ensuring families students or volunteers do not take information of other children and staff from the centre on personal devices refer to Devices policy)
- Ensuring no images of children, staff or the environment for the purpose of their personal use.

**The nominated supervisor and persons in day to day charge are responsible for:**

- developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the Nominated Supervisor and educators and which are aligned with the *Child Safe Environment Policy*
- accepting or rejecting a potential volunteer or student based on the circumstances of the service at the time, in consultation with the Nominated Supervisor
- Checking the status of the Working with Children (WWC) Clearance (*refer to Definitions*) of volunteers and students where required, and ensuring that the details, including identification number and expiry date are recorded in the staff record
- Ensure that each contractor, student placement/volunteer, is updated on the national early childhood worker register via NQSITS and this must be updated within 14 days whenever someone starts work, leaves or their details change, make sure that all worker records meet the requirements set out in the National Law and Regulation
- Ensuring that the identifying number and the expiry date of a students or volunteers' current teacher registration is recorded in the staff record keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (Regulation 149(2))
- Ensuring that the staff record contains the full name, address and date of birth of volunteers and students attending the service (*Regulations 145, 149(1)*).
- keeping a record of visitors when they enter and leave the service.
- Ensuring that no visitors are left alone with children and that they are supervised closely when they are working with or around children.
- No visitor are to take in their personal devices or take any images of children (with exception for contractors, please refer to device policy)
- Requesting additional information on the staff records such as emergency contact/next of kin and medical conditions
- Ensuring no students, Volunteers do not serve food to children unless asked to by the educator under supervision
- Keeping a record for each day on which each student or volunteer participates with the date and the hours of participation (*Regulation 149(2)*)
- 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
- ensuring that volunteers, students and parents/guardians are not left with sole supervision of individual children or groups of children
- Ensuring students and volunteers are aware of National Law in regards to the offences in relation to inappropriate conduct (section 166A).



- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Providing volunteers, students and parents/guardians with access to all service policies and procedures (*Regulation 171*), and access to the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* (*Regulation 185*)
- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*)
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations
- 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*)
- Informing volunteers, students and parents/guardians of the services *Dealing with Medical Conditions Policy* (*Regulations 90, 168(2)(d), 170, 171*)
- Informing volunteers, students and parents/guardians of the services emergency and evacuation procedures (*Regulations 97, 168 (2)(e)*)
- Developing an induction checklist for volunteers and students attending the service (*refer to Attachment 1*) in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist (*refer to Attachment 1*) and have been provided with a copy of the staff handbook, if applicable.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- 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 educators under the law (*Regulation 157*)
- Ensuring no families students or volunteers take personal devices into the educational and care environment (*refer to Devices policy*)
- Ensuring families students or volunteers do not take information of other children and staff from the centre on personal devices *refer to Devices policy*)
- Ensuring no images of children, staff or the environment for purpose of their personal use.

#### **Early childhood teachers, educators and all other staff are responsible for:**

- developing guidelines for accepting applications from volunteers and students to work at the service in consultation with the Nominated Supervisor and educators and which are aligned with the *Child Safe Environment Policy*
- 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
- ensuring that volunteers, students and parents/guardians are not left with sole supervision of individual children or groups of children
- keeping a record of visitors when they enter and leave the service.
- Ensuring that no visitors are left alone with children and that they are supervised closely when they are working with or around children.
- No visitor are to take in their personal devices or take any images of children (with exception for contractors, please refer to device policy)
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)



- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*)
- Ensuring that volunteers, students and parents/guardians are aware of how to comply with child protection law and Child Safe Standards obligations
- 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*)
- Ensuring no students, Volunteers do not serve food to children unless asked to by the educator under supervision
- Informing volunteers, students and parents/guardians of the services *Dealing with Medical Conditions Policy* (*Regulations 90, 168(2)(d), 170, 171*)
- Informing volunteers, students and parents/guardians of the services emergency and evacuation procedures (*Regulations 97, 168 (2)(e)*)
- Developing an induction checklist for volunteers and students attending the service (*refer to Attachment 1*) in consultation with the nominated supervisor and educators.
- Ensuring that volunteers and students have completed the induction checklist (*refer to Attachment 1*) and have been provided with a copy of the staff handbook, if applicable.
- Developing a range of strategies to enable and encourage the participation and involvement of parents/guardians at the service
- Ensuring no families students or volunteers take personal devices into the educational and care environment (refer to Devices policy)
- Ensuring families students or volunteers do not take information of other children and staff from the centre on personal devices refer to Devices policy)
- Ensuring no images of children, staff or the environment for the purpose of their personal use.

**Volunteers and students, while at the service, are responsible for:**

- Obtaining a valid WWC Check (*refer to Definitions*) and providing details to the service prior to commencement
- Ensuring they provide the details required to enter their information into the National Early Childhood Worker Register
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*)
- Ensuring no students, Volunteers do not serve food to children unless asked to by the educator under supervision
- keeping a record of visitors when they enter and leave the service.
- Ensuring that no visitors are left alone with children and that they are supervised closely when they are working with or around children.
- Ensuring students and volunteers are aware of National Law in regards to the offences in relation to inappropriate conduct (section 166A).
- No visitor are to take in their personal devices or take any images of children (with exception for contractors, please refer to device policy)
- Complying with the requirements of the *Education and Care Services National Regulations 2011*, *Education and Care Services National Law* (*Regulation 185*) and with all service policies and



procedures, including the *Code of Conduct Policy*, *Child Safe Environment and Wellbeing Policy*, *Interactions with Children* and *Privacy and Confidentiality Policy* while attending the service

- Ensuring that volunteers and students have completed the induction checklist (*refer to Attachment 1*) and have been provided with a copy of the staff handbook, if applicable.
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to *Privacy and Confidentiality Policy*)
- Ensuring no families students or volunteers take personal devices into the educational and care environment (refer to *Devices policy*)
- Ensuring families students or volunteers do not take information of other children and staff from the centre on personal devices refer to *Devices policy*)
- Not taking any images of children or the environment for the purpose of their studies or personal use.

#### **Parents/guardians are responsible for:**

- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Ensuring volunteers and students on placement at the service are not affected by alcohol or drugs (including prescription medication) that would impair their capacity to supervise or provide education and care to children (*Regulation 83*) (*refer to Tobacco, Alcohol and other Drugs Policy*)
- Ensuring that volunteers, students and parents/guardians comply with the *Education and Care Services National Regulations 2011* and *Education and Care Services National Law* and all service policies and procedures (*Regulations 170*)
- Complying with the requirements of the *Education and Care Services National Regulations 2011*, *Education and Care Services National Law (Regulation 185)* and with all service policies and procedures, including the *Code of Conduct Policy*, *Child Safe Environment and Wellbeing Policy*, *Interactions with Children* and *Privacy and Confidentiality Policy* while attending the service
- Ensuring that volunteers and students have completed the induction checklist (*refer to Attachment 1*) and have been provided with a copy of the staff handbook, if applicable.
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service (refer to *Privacy and Confidentiality Policy*)
- keeping a record of visitors when they enter and leave the service.
- Ensuring that no visitors are left alone with children and that they are supervised closely when they are working with or around children.
- No visitor are to take in their personal devices or take any images of children (with exception for contractors, please refer to device policy)
- Ensuring no families students or volunteers take personal devices into the educational and care environment (refer to *Devices policy*)
- Ensuring families students or volunteers do not take information of other children and staff from the centre on personal devices refer to *Devices policy*)
- Not taking any images of children or the environment for purpose of their personal use.
- Ensuring no students, Volunteers do not serve food to children unless asked to by the educator under supervision
- Ensuring they provide the details required to enter their information into the National Early Childhood Worker Register

#### **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 .

### **Research**

Acacia supports research project which promote and enhance quality children's services and community development.

Students (or academics) wishing to undertake major research at the Centre must present a written proposal for approval to the Director. The Management Committee will review all proposals and ensure they follow ethical standards.

Approval or denial will be given within 30 days of the application being received by the Director, and no work may proceed without written approval. The Director will ensure that the researcher/s and supervisor/s abide by the Acacia's Code of Conduct. Information about the research project will be given to families of the children involved, including complete details of the research topic, the university/institute and names of all students and supervisors.

Families will be informed of any research undertaken within the Centre through the newsletter, notice board or letter.

During the research, the Director will ensure research methodologies and procedures comply with Acacia's Code of Conduct and Privacy Policy.

Details required for application are:

- Names and qualifications of researchers, professional positions and addresses
- Reasons for research and focus of the research.
- Necessary involvement of educator, staff and/or children, specific requirements.
- Perceived advantage to the Centre and any possible problems for the Centre.
- Specific support needed to carry out the project.
- Time factors involved, and any expenses or funding incurred as result of participating.

A copy of any report or paper written as a result of research carried out at the Centre is to be sent to the Director immediately after completion of the project.

The Director may approve minor research, which includes student assignments and projects.

### **BREACH OF THIS POLICY**

Any educator or staff found to have violated this policy may be subject to disciplinary action.

Version 7	Endorsed By: CoM	Approved Date: 2008	Reviewed: March 2026
-----------	------------------	---------------------	----------------------



## ATTACHMENT 1

### Induction checklist for volunteers and students

To go through with all volunteers and students participating at Acacia

I understand the content of Acacia's policies and procedures, including those relating to:
<ul style="list-style-type: none"> <li>● conduct while at the service (<i>Code of Conduct Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● emergency, evacuation, fire and safety, including locations of fire extinguishers and emergency exits (<i>Emergency and Evacuation Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● accidents at the service (<i>Incident, Injury, Trauma and Illness Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● dealing with medical conditions (<i>Dealing with Medical Conditions Policy, Asthma Policy, Anaphylaxis Policy, Diabetes Policy, Epilepsy Policy and Administration of Medication Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● good hygiene practices (<i>Hygiene Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● dealing with infectious diseases (<i>Dealing with Infectious Diseases Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● first aid arrangements for children and adults, including the location of the nearest first aid kit (<i>Administration of First Aid Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● daily routines</li> </ul>
<ul style="list-style-type: none"> <li>● the importance of OHS and following safe work practices (<i>Occupational Health and Safety Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● interacting appropriately with children (<i>Interactions with Children Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● reporting of serious incidents and notifiable incidents at the service (<i>Incident, Injury, Trauma and Illness Policy, Complaints and Grievances Policy and Occupational Health and Safety Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● reporting hazards in the workplace (<i>Occupational Health and Safety Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● handling complaints and grievances (<i>Complaints and Grievances Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● child safety and wellbeing and child protection including how to respond to concerns (<i>Child Safe Environment Policy</i>)</li> </ul>
<ul style="list-style-type: none"> <li>● privacy and confidentiality of information (<i>Privacy and Confidentiality Policy</i>), including not taking photos at the centre</li> </ul>
I am aware of the non-smoking policy of the service and not be affected by alcohol or drugs (including prescription medication) that would impair my capacity to complete my tasks ( <i>Tobacco, vaping E-Cigarettes, Alcohol, and other Drugs Policy</i> )
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