



Participation of Volunteers and Students Policy

At Happy Valley Kindergarten, we encourage the participation of volunteers and students. We believe that everyone benefits from the participation of volunteers and students with the intrinsic satisfaction that comes from volunteering and having opportunities to share and gain new skills. The work undertaken by volunteers and students complements the work of paid employees and is greatly appreciated.

Like paid DECD employees, volunteers and students can expect:

- A safe and well managed workplace
- Meaningful work, appropriate direction, supervision and training
- Prompt reimbursement for approved out-of-pocket expenses incurred as a result of volunteering
- Recognition for their contribution

Volunteers and students will not be asked to perform tasks:

- They are untrained, unqualified, or too inexperienced to undertake
- Which puts themselves, staff, children, or young people in a potentially vulnerable or unsafe situation
- Where there is a conflict of interest

DCSI Criminal History Screening Check and RAN Training

Depending on the nature of volunteering, volunteers (excluding Governing Council members) and students who will be working with children on a regular basis will require a Department of Communities and Social Inclusion (DCSI) criminal history screening check. In line with departmental policy, any other police checks will not be accepted. Volunteers on a one-off basis will not require a criminal history screening check. All volunteers will require Responding to Abuse and Neglect (RAN) Training. Both of these requirements will be organised by the Kindergarten once approached by volunteers and will be of no cost to volunteers.

Orientation and Induction

All volunteers and students will participate in an orientation and induction process. During this process, the volunteer or student will be familiarised with the policies and procedures of Happy Valley Kindergarten such as the daily routine, children with dietary or behavioural needs, location of medication, first aid procedures, evacuation and evacuation, introduction to staff, children, and families, break times, car parking, WH&S procedures, etc. Please see the following detailed procedure with induction forms for temporary staff/volunteers/students.