



# YMCA WA STUDENTS AND VOLUNTEERS PROCEDURE

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YMCA WA is officially accredited as a Child Safe Organisation

**DOCUMENT CONTROL**

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## CONTENTS PAGE

1.0	PURPOSE .....	4
2.0	SCOPE .....	4
3.0	ROLES AND RESPONSIBILITIES .....	4
4.0	RELATED LEGISLATION AND STANDARDS.....	4
5.0	SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS....	4
6.0	STEPS.....	5
7.0	FEEDBACK.....	6
8.0	DEFINITION OF TERMS.....	6

## 1.0 PURPOSE

To provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from family day care service staff and family day care educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience. To provide opportunities for the training needs of volunteers and students in family day care.

## 2.0 SCOPE

This Policy applies to educators and service staff volunteers and students.

## 3.0 ROLES AND RESPONSIBILITIES

Role Title	Responsibilities

## 4.0 RELATED LEGISLATION AND STANDARDS

Legislation/Standard
Education and Care Services National Law (WA) Act 2012
Education and Care Services National Regulations, 2012
National Quality Standards

## 5.0 SUPPORTING PROCEDURES, POLICIES AND OTHER DOCUMENTS

Refer to the YConnect page for the current link to related documents listed below.

Document ID	Document Title
	Safeguarding children and Young People Policy (Y Australia)
	Student and Volunteer Induction Form
	Student and Volunteer Details Form
SD-FDC-02-16-PROD	Social Media Procedure

SD-FDC-02-17-PROD	Technology Policy
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## 6.0 STEPS

To provide a clear and transparent process to allow for volunteers and students who participate in the family day care service, ensuring safety for them and the children.

1. Educators must have a Diploma in Children’s Services or higher to take students in their service.
2. High school students and students from relevant registered training organisations where the school has initiated the placement to gain work experience in family day care will be considered. If suitable and an educator or the service has availability the student will be provided with an induction.
3. Students and volunteers will be provided with an induction using the Student and Volunteer Induction form prior to commencement.
4. Students and volunteers working with educators in the educator’s service will complete a formal induction with the educator. The induction will be kept by the educator, a copy will be sent to the service.
5. Check that all students and volunteers over the age of 18 years have completed a current Working with Children Check prior to commencing at the family day care service. YMCA WA also require for students who are eligible a national police certificate no less than 6 months old.
6. Give support and guidance to students and volunteers where possible.
7. Assist students and volunteers to belong as part of the team and feel welcome.
8. Encourage students and volunteers to participate and communicate effectively.
9. Students and volunteers must adhere to all areas of confidentiality.
10. Ensure students and volunteers are never left alone or in charge of any children.
11. Students and volunteers are required to follow Regulations, Policies and Procedures as per the Student and Volunteer Induction form.
12. Students and Volunteers will take responsibility for the role that they are undertaking whilst in the family day care service, ensuring the professionalism required is upheld.
13. The educator must inform families when a student or volunteer is on placement at the service.

14. Constructive feedback and assessment that is fair and equitable will be provided to students
15. Students and volunteers will be provided by the educator with opportunities to learn and participate in a positive, encouraging environment.
16. Educators will maintain a record of all students and volunteers attending the family day care service.
17. Educators will notify the service of any student or volunteer attending a family day care residence/approved venue.
18. Students and volunteers continually not abiding by regulations, law and policy will be asked to leave the service
19. Students and volunteers will sign the visitor's book each day that they attend the service.

## 7.0 FEEDBACK

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Feedback on this procedure must be directed to the Document Owner outlined in the cover of this procedure.

**The Document Owner is responsible for maintaining the currency of this document.**

## 8.0 DEFINITION OF TERMS

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Term	Definition