Volunteers at Salisbury Heights Preschool

Philosophy
We believe that voluntary workers can make a significant contribution to the preschool community by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for children.

Volunteer selection procedures
Volunteers will be assessed for their suitability to work at the preschool by the Director. This assessment will be made in relation to the skills and contributions being offered and after verification of the person's good character.

Volunteers will be required to attend an interview, complete induction training and sign both an agreement before they commence volunteer work.

Volunteers offering to assist in programs where children are involved will be asked to provide:
- Details of qualifications, experience and other information relevant to the program.
- The names of two referees, who may be called upon to verify information provided and attest to the character of the volunteer.
- Complete Department for Communities and Social Inclusion child related employment screening in accordance with Department of Education & Child Development requirements.

The Director's decision is final in determining who is eligible to work as a volunteer at the preschool. Any applicant not accepted for volunteer work will be advised in writing.

Sequence of steps for volunteers
1. Make informal contact with the preschool to ascertain preschool needs re volunteers.
2. Apply to the preschool providing background information and referee details.
3. Attend an interview.
4. Participate in induction training.
5. Complete DCSI child related employment screening.
6. Sign an agreement form.

The Preschool's responsibilities to volunteers
- Volunteers will be provided with induction training which will include:
  - Reporting child abuse and neglect.
  - Work health and safety procedures.
  - Duty of care responsibilities to students.
  - Confidentiality requirements.
  - Training specific to the area of volunteer work.
  - Raising and resolving concerns policy.
- Educators will be available to discuss volunteer’s concerns.

- Educators will meet their duty of care to children by not leaving a volunteer to work unsupervised with children.

**Volunteer’s responsibilities**

- The volunteer’s most important responsibility relates to his/her duty of care to children. Children are a vulnerable group generally, due to their age and lack of experience. Their vulnerability increases if they are very young, if they have an intellectual or physical disability, if they are newly arrived in Australia with English as a second language or if they experience emotional/physical neglect.

- For volunteers, respecting the rights of children means they must not:
  - work unsupervised with children,
  - be involved in toileting children or assisting with changing children,
  - have unsupervised contact with children during break time,
  - encourage affection from or dependency in children eg by giving present,
  - have intentional physical contact with children (educators will provide comfort / first aid to a distressed child),
  - display harassing, bullying or intimidating behaviours towards children.

Volunteers must:

- refer all child concerns or behaviour issues to educators.
- refer all requests to access preschool files to educators.
- sign the visitor’s book on arrival and departure.
- wear their visitor’s badge at all times.
- notify the preschool as early as possible if they are unable to fulfil their volunteer commitment.

**Cancellation of Agreement**

When concerns arise about a volunteer, opportunities to remedy a problem or improve an area of concern will be offered wherever appropriate. A volunteer’s agreement can be cancelled at the Director’s discretion and where the volunteer
  - has no more work available
  - fails to follow requirements outlined in the volunteer policy
  - behaves towards children, parents or staff in a manner deemed inappropriate or improper
  - repeatedly fails to meet commitments without notice to the preschool.