



Outside School Care NT

OSC-NT. 30 – Students and Volunteers Policy

Policy Description	From time to time OSC NT may offer unpaid placements to volunteers and students studying a childcare related course and who are seeking practical experience. This policy outlines what is to be followed by an OSC NT service.
Key Points	<p>The pre-requisite for allowing volunteers and/or students to work at an OSC-NT site are:</p> <ul style="list-style-type: none"> i) They must hold a valid working with children clearance (WWCC) ii) They must have completed or be working towards a child care related qualification. <p>Students or volunteers not meeting these two (2) criteria will not be considered for unpaid work</p>
1.0 Staff details form	<p>A staff details form must be completed for a student/volunteer even if attending for one day. This must include copies of their OCHRE card and certificates.</p> <p>The file for the student/volunteer must be kept and archived.</p>
1.1 Including in shift rosters	<p>A student/volunteer must NOT be included in ratio for the shift in which they will work.</p> <p>They also must not be left unsupervised with children.</p> <p>Preference should be given to assigning an existing member of staff – whom they will work shadow.</p>
2.0 Children's records	<p>No access should be provided to students or volunteers of children's or families confidential information.</p> <p>Information can be provided in general terms about how enrolments are entered and processed via Kidsoft – but this should use dummy records not real records.</p>
Related Policy and Procedures, Forms and Checklists:	<p>Staff details form Orientation</p>
Specific Information for Parents:	
Sources/References:	<ol style="list-style-type: none"> 1. Education and Care National Amendment Regulations 2017. Regulations 145-152, 168(2)(1), 181-184 2. National Quality Standards February 2018, standards 4.1, 7.1, 7.1.1,
Version Control/Updates:	<p>Version: 1.0 May 2014</p> <p>To be reviewed and updated by: June 2015</p> <p>Version: 2.0 September 2017</p> <p>To be reviewed and updated by: September 2018</p>