

# **BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE INC**

## **MANAGEMENT**

### **Title: VOLUNTEER & STUDENT POLICY**

**Status:** CURRENT

**Date of Origin:** July 2012

**Policy No:** P4

**Last Reviewed:** August 2021

### **OUTCOME:**

Brisbania Before & After School & Vacation Care Centre, welcomes the involvement of volunteers in situations where both the volunteer and the Service are likely to gain from such involvement.

### **POLICY STATEMENTS:**

The Management Committee, in consultation with staff will, from time to time, determine the maximum number of volunteers that can be accommodated within the Service. In doing so, the Management Committee will take into account the fact that having too many adults around, or having constant changes in the adults who participate in the program, may be unsettling to the children and disruptive to the smooth running of the program.

- All new volunteers must be prepared to have a working with children check.
- Volunteers may be considered for non-child related tasks as well as for tasks which bring them into contact with the children.
- Prospective volunteers will be interviewed before they commence their involvement with the Service.
- Volunteers will only be engaged if it seems that both the volunteer and the Service will benefit from the arrangement.
- When a volunteer commences involvement, the Manager, in consultation with the volunteer, will draw up a brief job description for her / him and will come to an agreement with the volunteer on a realistic time commitment.
- The Manager will ensure that new volunteers are aware of the Confidentiality Policy and sign a confidentiality agreement.
- The personal details of volunteers will be treated in the same way as confidential details about staff members.
- A senior staff member will be nominated as the supervisor for each volunteer and will be responsible for providing the volunteer with feedback on her / his performance.
- Conversations with volunteers about their performance or other confidential matters will take place away from other workers, where their privacy can be assured.
- The Coordinator will ensure that new volunteers receive an induction to the Service.
- Parents will be informed about the participation of volunteers.
- Volunteers need to remember that they too are representing Brisbania Before, After School and Vacation Care Centre at all times and act accordingly.

**Children need**

- Their care to be provided by familiar adults in a stable environment

**Parents need**

- To be informed about the use of volunteers
- Assurance that quality of care is never compromised
- Assurance that confidentiality is never compromised

**Staff need**

- Any volunteer work undertaken to enhance their own work without imposing more stress on staff members

**Management**

- has a legal responsibility towards volunteers

**Acknowledgements**

- National Quality Standards: Element 6.1.2 & Element 6.3.4
- Education and Care Services National Regulations: 157
- Network of Community Activities, OOSH Development factsheet #18
- Guild Insurance

Document Author/Date:	D Burrows, July 2012 Network of Community Activities July 2012
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