

POLICY STATEMENT

Mallee COGS recognises the importance of volunteers within its community and encourages the use of volunteers in situations where both the volunteer and the Service will benefit.

Volunteers are valued for providing customer focused services and enhancing established Service programs. Volunteers forge a strong bond between the Service and the wider community providing access to resources and information, social interaction and satisfaction. Mallee COGS appreciates and acknowledges the services of volunteers in improving the quality of community life within the local Service area.

Staff will comply with all policies and procedures developed and implemented by the Southern Mallee District Council including the Southern Mallee District Council Volunteer Code of Conduct Policy and Southern Mallee District Council Volunteer Induction Policy.

For the purpose of this Policy , ‘Parents’ include parents, guardians and families.

Rationale:

Volunteers can make a valuable contribution to the Service community, enriching the services and activities provided by paid workers.

Children need:

- To feel safe and secure in the play based 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:

- Volunteers who abide by the Services Policies and are respectful, courteous and willing to learn

Mallee COGS Management:

- Has a legal responsibility towards volunteers

Volunteers need to be:

- Respected
- Willing to learn new skills
- Inducted using the Southern Mallee District Council’s Volunteer Induction Policy
- Aware of and follow the Southern Mallee District Volunteer Code of Conduct
- Able to follow any directions given by the relevant Coordinator, Team Leader or Staff of the Service.

Other Relevant Policies/Procedures:

Volunteer Procedure – 1.04.01

National Quality Framework:

QA4 Staffing Arrangements		
Standard 4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development.
Element 4.1.1	Organisation of educators	The organisation of educators across the service supports children's learning and development.
Element 4.1.2	Continuity of staff	Every effort is made for children to experience continuity of educators at the service.
Standard 4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical.
Element 4.2.1	Professional collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
Element 4.2.2	Professional standards	Professional standards guide practice, interactions and relationships.
QA5 Relationships with Children		
Standard 5.1	Relationships between educators and children	Respectful and equitable relationships are maintained with each child.
Element 5.1.1	Positive educator to child interactions	Responsive and meaningful interactions build trusting relationships which engage and support each child to feel secure, confident and included.
Element 5.1.2	Dignity and rights of the child	The dignity and rights of every child are maintained.

Education and Care Services National Regulations:

Regulation 168(2)(i) – Policies and procedures are required in relation to staffing including code of conduct for staff members; determining the responsible person present at the service and the participation of volunteers and students on practicum placements.

Legislation

WHS Act 2012

WHS Regulations 2012

Education and Care Services National Law 2010 and Regulations

Children's Protection Act 1993

Equal Opportunity Act 1984

South Australian Education Act 1972

Policy Name and Version No.	Volunteer Policy V1.2
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Responsibility	COGS Administration Coordinator