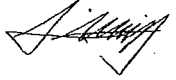
 <p>YMCA We build strong PEOPLE strong FAMILIES strong COMMUNITIES</p>	Management Area: CHILDRENS SERVICES	Pages: [04] Version No: [02] Date: [01/12/2009]
	Sub section (if applicable):	Signed: 
Policy Title: VOLUNTEERS/STUDENTS/VISITORS		Author: CHILDCARE TASKFORCE

1. Scope

- 1.1. Staff, management, families & children

2. Policy Statement

The YMCA aims to ensure the safe and proper care of the children in the centre by having clear guidelines for any person who enters the centre or is involved with the children in any way. Specific guidelines will be developed for all volunteers, students and visitors in the centre.

3. Related Policies & Procedures/Guidance Notes

- 3.1. Child Protection Policy
- 3.2. Conditions of Employment Policy
- 3.3. Confidentiality Policy
- 3.4. Code of Conduct – Child Safe Policy
- 3.5. Duty of Care Policy
- 3.6. Participation and Access Policy
- 3.7. Professionalism Policy
- 3.8. Ratios Policy
- 3.9. Relief Staff Policy
- 3.10. Staff Selection Policy

4. Responsibilities & Delegations


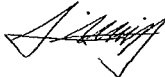
- 4.1. The Childcare Taskforce is responsible for the review of this policy.
- 4.2. The Childcare staff & management are responsible for the implementation of this policy.
- 4.3. The families and children are responsible for the support of this policy.

5. Considerations

- 5.1. National Standards
- 5.2. Q&A Principles
- 5.3. Prohibited employment legislation
- 5.4. Working With Children Check.

6. Records Maintenance

- 6.1. This policy is to be reviewed annually.

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PROCEDURES

Volunteers

- All volunteers must be interviewed by the Group Manager and provide two suitable referees and where possible references, before they will be able to work in the centre. All volunteers will be required to comply with the WWCC guidelines.
- A job description will be drawn up for volunteers, clearly outlining their duties and expectations of the centre.
- The Coordinator will provide a modified induction to the centre, which will include a tour of the centre, introductions to staff, job description for volunteers and code of conduct. The Coordinator will ensure that they are fully aware of their duties and the centre's expectations.
- All volunteers will be required to sign on and off in a Visitors book.
- All volunteers will be required to wear an identification badge.
- Volunteers will be given a copy of relevant policies such as behaviour management.
- Volunteers are not to discuss children's development or other issues with parents.
- Volunteers must adhere to all areas of confidentiality.
- Volunteers should never be left alone with or in charge of any children.
- Volunteers will not be used to do tasks that the employed staff normally do.
- Volunteers will be supernumerary when calculating basic staff:child ratios, except on excursions.
- Volunteers will be invited to take part in social activities of the centre.


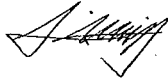
Students

Placements will be offered to:

- High school students who wish to gain work experience as part of a school program. The participating school must initiate the work experience, identify the students suitability and work with the Co-ordinator in relation to times and expectations

The school must provide written authorisation for the student and a copy of their insurance. This will be kept on file.

- Students attending other registered training organisations and studying a relevant field, such as childcare, teaching, recreation or community services. The training organisation must initiate the placement, identify the students suitability and work


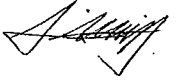
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with the Co ordinator in relation to times and expectations. The training organisation must provide written authorisation for the student and a copy of their insurance. This will be kept on file.

- All placements will be negotiated through the Coordinator and placement be only accepted on the discretion of the Coordinator based on issues such as staff ability to supervise and be available to help the students.
- After the Coordinator sees the placement as worthy they will seek approval for the placement from the Group Manager.
- Students will be provided with guidelines identifying their responsibilities, expectations and code of conduct while at the centre.
- Students should be made aware of relevant policies such as behaviour management.
- Students will need to complete a Working with Children check.
- Students are not to discuss a child's development or other issues with the parents.
- Students should adhere to all policies concerning confidentiality.
- Students should never be left alone with or in charge of any children.
- Students will not be used to do tasks that the employed staff normally do.

Visitors

- Visitors may be invited to the centre to stimulate the children's program.
- Visitors could include local people or parents with a skill or ability to share with the children or staff or local community resources such as police, fire brigade etc.
- All other visitors must make an appointment to see the Coordinator at a convenient time
- Visitors will need to complete a Working with Children check.
- Professional access to the centre will be at the discretion of the Coordinator or when required by law to do so.
- Professionals include State and Federal Government Departmental Officers, Occupational Health and Safety inspectors, building inspectors and police officers.
- Any unwelcome visitor will be calmly asked to leave the centre. If they refuse the Coordinator or staff member directed by the Co ordinator will call the police for removal.
- No staff member is to try to physical remove the unwelcome person, but try to remain calm and keep the person calm as far as possible.

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7. Version History

Version	Description of changes	Author	Effective Date
2	Review and update. New format	M. Rupnik	December 2009

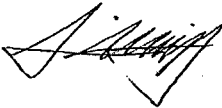
I endorse the Volunteers, Students and Visitors Policy.

Name: *Maryann Rupnik*
Childrens Services Program Manager

Signature: 

Date: 7 December 2009

Name: *Liam Whitley*
Group Manager

Signature: 

Date: 7 December 2009