

Visitors students and volunteers

National Regulations 168 (2)(i) National Quality Standard: 4.1, 4.2

Act: People and Child Guardian Act 2000 (Qld)

The South Australian Children's Protection Act 1993 (Division 3 Section 8B)



Kozy Kids has a commitment to the safety and wellbeing of all children in our service therefore we ensure that all checks are carried out on visitors to the service.

We are seen as the leaders in the field of early childhood education and care so ensure that we liaise with secondary and tertiary institutions to provide placements for volunteers and students and to update our existing knowledge base as required.

Volunteers/ visitors/students are required to

- Provide all relevant necessary documentation before commencing e.g. Criminal history check/blue card
- Arrive and depart on time and notify the service if away
- Become familiar with the service policies and procedures including wearing a sun-smart hat and closed in shoes
- Sign in and out on arrival and departure to the service
- Participate in an emergency procedures or evacuation procedures
- Ensure that they maintain confidentiality at all times
This will include:
 - Information about children, families, educators or process and procedures at the service
 - Inform educators/employees of their whereabouts at all times i.e. not to leave the room without communicating where they are going
 - Provide team leaders with training/practical requirements that they need to fulfil at the service
 - To follow directions given to them by educators in regard to tasks and interactions with the children
 - To never be left alone with children
 - Interact and engage at children's level
 - Be pleasant and friendly to families, children and educators at all times
 - Be aware that the service has specific food safety requirements when serving food to children and that some children have specific health needs. Therefore, students and volunteers cannot serve food to children unless under the direct supervision of an educator
 - Provide a small poster with a photo introducing themselves to families for educators to display

Educators/employees are required to in regard to Students volunteers or visitors

- To ensure an induction to the service is carried out
- To make them feel welcomed
- To ensure that the director/ nominated supervisor is notified if there are any problems relating to a student
- Not to discuss issues in relation to the children, families or educators with them or in front of them
- To include them in daily routines
- Ensure that written permission is sought from families before the student begins observing their children
- Liaise with students' supervisors as required
- Be familiar with the student's practical requirements and assist them to achieve their tasks when necessary

Management is required to

- Record the full name, address and date of birth of each student or volunteer who participates in the Education and Care Service.
- Record for each day on which the student or volunteer participates in the service, the date and the hours of participation

We require all students and volunteers to hold a current Suitability Police Check on commencement of work /work study as per each individual State Requirement.

Below is Queensland and South Australia's requirements:

Queensland

In Queensland people working or volunteering with children need to hold a **Blue Card**. The Commission for Children and Young People and Child Guardian is responsible for administering and conducting criminal history checks on people who want to work with children to determine whether or not they are eligible to hold a **Blue Card**.

Note: Teachers Registration Board undertakes screening for Teachers with criminal convictions or charges considered under the Teachers Registration Act.

South Australia

The South Australian Children's Protection Act 1993 (Division 3 Section 8B) requires people who work with children to have a **current relevant history assessment** prior to the commencement of employment.

We required staff to have a **Department of Communities and Social Inclusion (DCSI) screening** as the only authorised screening method in South Australia.

Policy Source Acknowledgements

The website: [individuals/resources/working_with_children_checks_in_australia](#) for information and contact links for all States