

10(c) Staffing – The participation of volunteers and students on practicum placement

Purpose

The service ensures that all staff/volunteers are appropriately screened, supervise children appropriately, and do not pose a threat to children's safety or well-being.

Scope

NQF Quality Area 7	Governance & Leadership
NQS Standard 2.2 – Each Child is Protected	Element 2.2.1 Supervision
	Element 2.2.3 Child Protection
NQF Standard 7.2 Leadership	Element 7.2.3 Development of Professionals

Processes

Volunteers will be required to meet with the Director to determine their suitability to work with children. This will usually include contacting referees and the submission of a CV.

Prior to starting work or volunteering at the NPS OSHC, the following screening requirements must occur:

1. An approved Department for Education Criminal History Screening Check issued by the Department for
2. Human Services Screening Unit.
3. Responding to Abuse and Neglect Education and Care certificate.
4. Undertake induction into the service which includes being informed of:
 - NPS Staff OSHC Code of Conduct; and
 - NPS policies and procedures.

Volunteers will work under the direct supervision and line of sight of a nominated staff member.

Roles and Responsibilities

The Director is responsible for the determination of the suitability of volunteers to work at the service, screening requirements are met, induction, and the nomination of a staff member who will supervise the volunteer.

The Director will keep induction records on file. These records are to be signed by both the employee/volunteer.

Monitor, report and review

Author	School Principal Sharron Ward	March 2020
Recommended	OSHC Management Committee	April 2020
Approved	Governing Council	June 2020
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