



NQS4 Staffing Arrangements Procedure Students, Volunteers and External Contractors

Introduction

Roderick Street Community Kindergarten (RSCK) is committed to maintaining a safe and supportive environment for children, employees and all visitors. For this reason, it is vital that all students, volunteers and external contractors undertake a comprehensive induction and appropriate checks are completed before commencing work.

Definitions

External Contractor	<ul style="list-style-type: none"> A person who works directly with children, for example allied health professionals, photographers, entertainers. Building contractors, for example a pest control technician, landscaper, electrician, completing work at an education and care centre do not come under the scope of this procedure. Please see Contractor Management Procedure
Student	<ul style="list-style-type: none"> A person studying a course with an education provider and completing a practicum placement at RSCK without payment.
Volunteer	<ul style="list-style-type: none"> A person working at RSCK without payment. A volunteer parent/guardian of a child regularly receiving care at a centre, does not come under the scope of this procedure. An 'excursion helper' that is not a child's parent / guardian, does not come under the scope of this procedure.

Registration and Induction Process

Before a student, volunteer or external contractor begins work, the following tasks must be completed:

Responsibility	Action			
Step 1 Centre Director	Advise the Admin Officer by emailing the following information to them at roderickstkindy@bigpond.com			
		External Contractor	Student	Volunteer
Name of company or education provider	✓	✓		
Full name	✓	✓	✓	
Approx. start and end date	✓	✓	✓	
Current Blue Card (if they have one)	✓	✓	✓	
Step 2 Admin Officer	<ul style="list-style-type: none"> Record details on the RSCK External Contractor, Student and Volunteer Register. Email induction pack, including the <i>External Contractor Student and Volunteer Induction Checklist</i> to the Centre Director/Manager. 			



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Step 3 Centre Director	<ul style="list-style-type: none"> Provide induction pack to the external contractor, student or volunteer. Work through the induction checklist with the external contractor, student (Including High school work experience) or volunteer.
Step 4 Student/ Volunteer/ External Contractor	<ul style="list-style-type: none"> Complete induction checklist, including the compliance training, prior to commencing work at the centre. Provide centre Director/Manager with documentation as requested.
Step 5 Centre Director	<ul style="list-style-type: none"> Sign the induction checklist when all items have been completed. Email Admin Officer with the following documents: <ul style="list-style-type: none"> If applicable: Current Blue Card, Exemption Blue Card or Registered Health Practitioner evidence (APHRA Qualification). Completed reference check(s) Completed (and signed) induction checklist
Step 6 Centre Director	<ul style="list-style-type: none"> Keep the above records in a confidential centre file Inform admin officer when an external contractor, student and volunteer no longer works at / attends the kindergarten.
Step 7 Admin Officer	<ul style="list-style-type: none"> Register the Blue Card details on the online Blue Card portal register. Update the RSCK External Contractor, Student and Volunteer Register. Send an email confirmation to the Centre Director/Manager when all items have been received. Delink the student, contractor or volunteer once confirmed by centre director.
Step 8 Centre Director	<ul style="list-style-type: none"> Welcome the student, volunteer or external contractor by informing the children, families and the team their commencement date, workdays/times and their role/responsibilities.

Blue Card Records

- Most students, volunteers or external contractors will require a current Blue Card. A student, volunteer or external contractor cannot commence work until they receive/hold a current Blue Card **NO CARD NO START**.
- If a student, volunteer or external contractor already holds a current Blue Card, the following details must be recorded on the *External Contractor Student and Volunteer Induction Checklist*:
 - Blue card number including number after the /
 - Expiry date
 - Date of birth

If a student, volunteer or external contractor does not have a current Blue Card, they are required to complete a *Blue Card Application Form* which will be included in the induction pack emailed to the centre Director.

Responsibilities

Centre Director (and RSCK Employees)

- Maintain an induction folder for students, volunteers and external contractors with current information and documents listed in the *External Contractor Student and Volunteer Induction Checklist*.
- Welcome and include students, volunteers or external contractors. When appropriate, invite them to team meetings and centre/site events.



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Students, Volunteers and External Contractors

- Never leave students, volunteers or external contractors in sole charge of children for any length of time. Closely supervise students, volunteers and external contractors when they have contact with children.
- Provide students, volunteers or external contractors with advice, support and direction, when required.
- Meet with students daily, to discuss progress and practicum requirements.
- Encourage students, volunteers and external contractors to actively contribute their ideas to the program.
- Provide a printed copy of the [C&K Inclusion Practice Guide](#) to therapist/health professionals (external contractors).
- Work collaboratively with therapists/health professionals (and parents/guardians) in a transdisciplinary manner. To understand transdisciplinary practice in more detail, view the [Early Years Connect online webinar](#).
- Work with therapists/health professionals to establish a communication plan that ensures information about individual children they are working with is regularly shared, discussed and reviewed with relevant stakeholders.
- Provide therapists/health professionals with appropriate guidance to ensure therapy activities implemented comply with RSCK policies and procedures, reflect the C&K Curriculum Approach and are incorporated into the daily program. Ensure individual children are not excluded from the daily program or their peers to complete therapy.

Student, Volunteer and External Contractor

- Comply with RSCK policies and procedures, and local level protocols.
- Follow the directions of the Centre Director/Manager and seek guidance from employees.
- Respectfully interact with children, families and employees.
- Be punctual and complete the visitor sign-in and sign-out register daily. If absent, contact the centre Director as soon as possible.
- Share ideas and contribute to the program / project.
- Immediately escalate any concerns to the Centre Director as outlined in the [Employee Grievance Policy and Procedure](#).
- Immediately report and escalate all suspicions and allegations of child harm to the Centre Director as required under the [C&K Child Protection Policy](#).
- **Do not:**
 - Share (including via social media) any personal child, family or employee information with others outside the centre.
 - Take images of children or make sound recordings of children's voices unless prior written parent/guardians authorisation has been obtained.
 - Communicate with families or complete children's toileting/nappy change routines, unless closely supervised by an employee.
 - Administer children's medication or first aid.
 - Use a personal mobile phone while at work.

Therapist/Health Professionals only

- Read and follow the C&K Inclusion Practice Guide (printed copy provided by the centre Director).
- Work collaboratively with C&K staff (and parents/guardians) in a transdisciplinary manner. To understand transdisciplinary practice in more detail, view the [Early Years Connect online webinar](#).
- Work with the centre Director/ ECT to establish/document a communication plan that ensures information about individual children is regularly shared, discussed and reviewed with all relevant stakeholders.
- Implement therapy activities that comply with RSCK policies and procedures and reflect the C&K Curriculum Approach. Do not exclude children from the daily program or their peers to complete therapy. Work with centre Director and educators to ensure therapy activities are consistent with RSCK policies and procedures and reflect the C&K Curriculum Approach.

Related Documentation

[NQS2 Children's Health and Safety Procedure - Excursions](#)

[Vendor Maintenance Procedure](#)

[Contractor Management Procedure](#)

[Visitor Procedure](#)