

## ARMIDALE OUT OF SCHOOL HOURS CARE

### *Student and Volunteers Policy*

<b>Related documentation Policy/policies:</b>	Code of Conduct, Child Protection Policy,
<b>Regulation/s/ Standards:</b>	Regulations 77, 82, 83, 149, 155, 165, 166, 170, 182 National Quality Standards Area 1, 5 & 64
<b>Related procedures:</b>	Work, Health & Safety, Supervision
<b>References:</b>	ACECQA Research & Resources
<b>Date Effective:</b>	November 2023
<b>Date for review</b>	November 2025
<b>Purpose</b>	While we value the potential opportunities afforded by volunteers and students to our service, we must put in place safeguards to ensure the health, safety and wellbeing of the children.
<b>Responsibility</b>	Directors and Management, Coordinators and Educators

#### **Key information:**

Armidale and District Family Day Care Limited (AFDC), as service sponsor, and a small not for profit corporation, acknowledges the high level of supervision required when students and volunteers are invited into Armidale Out of School Hours Care and therefore are unable to offer invitations to any volunteers or students who are not undertaking traineeships or apprenticeships with the Company.

#### **Policy:**

AFDC reserves the right to offer a traineeship or apprenticeship to an educator currently engaged with Armidale out of School Hours Care.

Should such an offer be made to an Educator, this Policy will be updated accordingly.