



St Catherine's

EARLY EDUCATION CENTRE

St. Catherine's Early Education Centre VOLUNTEERS, STUDENTS & VISITORS POLICY

Policy Code: CS-08

Version: 2026-V1

Applies to: Volunteers, Students, Contractors and Visitors

Related Policies

- CS-01 Child Safety & Wellbeing
- CS-06 Working With Children Check Procedure
- CS-04 Code of Conduct
- GOV-05 Complaints & Grievances

PURPOSE

St Catherine's Early Education Centre welcomes volunteers, students and visitors as valuable contributors to the learning community.

The service ensures that all non-staff persons entering the service:

- Promote the safety and wellbeing of children
- Understand their responsibilities under the Child Safe Standards
- Are appropriately screened and supervised
- Do not pose risk to children

Child safety remains the **paramount consideration**.

SCOPE

This policy applies to:

- Students on placement
- Volunteers
- Families assisting in activities
- External service providers
- Contractors
- Visitors and observers



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STUDENTS ON PLACEMENT

Students undertaking early childhood training are supported as part of professional learning.

Before placement begins the service will:

- Confirm placement agreement with training provider
- Verify **Working With Children Check clearance**
- Provide child safety induction
- Provide orientation to service policies
- Confirm supervision arrangements

Students must:

- Work under supervision of qualified educator
- Follow all service policies and procedures
- Maintain professional boundaries
- Protect confidentiality

Students are **never left alone with children**.

VOLUNTEERS

Volunteers may assist in activities such as:

- Special events
- Cultural experiences
- Gardening or environment projects
- Storytelling or music

Volunteers must:

- Hold a valid WWCC (unless exempt)
- Sign the visitor register
- Be supervised by educators
- Follow service Code of Conduct

Volunteers **must not**:



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- Change nappies
- Assist with toileting
- Administer medication
- Discipline children
- Be alone with children

VISITORS

Visitors to the service may include:

- Allied health professionals
- Contractors
- Maintenance staff
- Family members
- Assessors or regulators

All visitors must:

- Report to reception
- Sign the visitor register
- Wear identification where required
- Follow child safety expectations

Visitors are not permitted unsupervised access to children.

CONTRACTORS

Contractors working on site must:

- Sign the visitor register
- Be supervised where working near children
- Avoid interaction with children unless required
- Comply with service safety requirements

Where contractors require regular access, the service may require WWCC clearance.



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SUPERVISION REQUIREMENTS

The service ensures:

- Volunteers, students and visitors remain supervised
- Children are not left alone with non-staff persons
- Educators maintain active supervision at all times

Supervision arrangements will be risk-assessed depending on the activity.

CHILD SAFETY EXPECTATIONS

All volunteers, students and visitors must:

- Follow the Child Safe Code of Conduct
- Maintain professional boundaries
- Respect children's rights and dignity
- Report concerns to the Director immediately

Any behaviour that compromises child safety will result in removal from the service.

CONFIDENTIALITY

Volunteers, students and visitors must:

- Maintain confidentiality regarding children and families
- Not photograph children
- Not access records without permission
- Not share information outside the service

Breaches may result in removal from placement or service access.

CHILD SAFETY INDUCTION

Students and volunteers receive a brief induction covering:

- Child Safety Statement of Commitment
- Mandatory reporting responsibilities
- Code of Conduct expectations
- Reporting pathways for concerns

Induction must occur **before interaction with children.**



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RECORD KEEPING

The service maintains records including:

- Student placement agreements
- WWCC verification records
- Visitor register
- Induction acknowledgement

Records are stored in accordance with the service's **Record Keeping Policy**.

REACH OF POLICY

Where a volunteer, student or visitor breaches this policy the service may:

- Remove the person from the premises
- Terminate placement or volunteer engagement
- Notify training provider
- Notify relevant authorities if required

Child safety remains the paramount consideration.

RELATED LEGISLATION

- Education and Care Services National Law
- Education and Care Services National Regulations
- Working with Children Act 2005 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)



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Review & Consultation Record

Review Date	Review Type	Trigger	Conducted By
March 2026	Legislative update & governance restructure	Alignment with Child Safety policy suite	Director

Requirement	Compliant	Action	Completed
Reg 149 – Volunteers and students	Yes	Supervision clarified	✓
Child Safe Standard 5	Yes	Screening requirements added	✓
Child Safe Standard 7	Yes	Induction requirements added	✓

Section Updated	Amendment	Reason
Entire Policy	Merged Volunteers, Students and Visitors	Simplify policy framework
Screening Section	Added WWCC verification	Child safety compliance
Supervision Section	Strengthened supervision requirement	Risk mitigation
Induction Section	Added child safety induction	Staff awareness



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Review Details

Policies are reviewed biennially or earlier if triggered by legislative change, incident review, regulatory advice or governance audit findings.

Version	Date Reviewed	Reviewed By	Reason for Review	Summary of Changes	Approved By	Next Review Date
2026-v1	Feb 2026	Director	Legislative reform (2026 amendments)	As Above	Approved Provider / Board	May 2028