

# Participation of Students on Placement and Volunteers Policy

Date Approved by Committee of Management:	14/09/2022
Date for Review:	14/09/2025

## PURPOSE

This policy focuses on ensuring that people who work with children are suitable and supported to act in a child safe way. This policy will provide guidelines for the participation of students on placement and volunteers at Beechworth Montessori.

## SCOPE

This policy applies to secondary/tertiary students on placement, volunteers, staff, parents/guardians and students attending the programs and activities of Beechworth Montessori School.

## POLICY STATEMENT

Beechworth Montessori will provide opportunities for students to undertake practicum placements as part of their studies at secondary college, TAFE and/or university and opportunities for volunteers to contribute to the school community.

Our school will:

- Develop robust procedures to ensure only suitable people work with children.
- Supervise staff and volunteers to ensure they prioritise the safety of children.
- Support staff and volunteers to understand their responsibilities.

Students on placement and volunteers are only engaged to complement, not replace, the work of paid staff and are not to be included as part of educator to child ratios.

## PROCEDURE

### 1. Assessing students on placement and volunteer suitability

- a) The principal has the discretion to determine the suitability of a student on placement or volunteer working in their school and may make a decision at any time whether a person is suitable to volunteer at the school.
- b) Child Safety risks relevant to the role are considered and, if reasonable and appropriate, a record of proof of identity, qualifications, history of working with children and references are collected.
- c) A student on placement and/or volunteer must hold a current Working with Children Check (WWCC) unless they are exempt.

### 2. Induction process

- a) Provide an induction to students on placement and volunteers engaged in child-related work, regarding child safety and wellbeing that is appropriate to the nature of the role.
- b) Ensure that the induction process addresses our schools *Child Safety Code of Conduct*, the *Child Safe Environment* policy and our procedure for managing complaints and concerns related to child abuse.

### 3. Managing students on placement and volunteers

- a) A student on placement and/or volunteer is expected to comply with any reasonable direction of a principal (or their nominee). This includes agreeing and abiding by the school's *Child Safe Environment Policy* and *Child Safe Code of Conduct*.
- b) If a student on placement and/or volunteer does not follow a reasonable direction from a principal or nominee, the volunteer arrangement can be ended and/or they can be required to leave the school premises.

### 4. Compensation for personal injury or property damage

- a) A volunteer is covered by the volunteer's insurance policy if they suffer personal injury in the course of engaging in school work.
- b) If a volunteer suffers damage to their property in the course of carrying out school work, the school may authorise such compensation as they think reasonable in the circumstances.

### 5. Failure to protect

Any staff member who becomes aware that an adult associated with our school (such as a student on placement, volunteer, visitor, contractor, employee) poses a risk of sexual abuse to a child under the care, authority or supervision of the organisation, must take all reasonable steps to remove or reduce that risk. This includes notifying the principal who will remove the adult from child-related work pending investigation. If a staff member fails to take reasonable steps in these circumstances, this may amount to a criminal offence.

### 6. Reportable conduct scheme

The principal should notify the Commission for Children and Young People (CCYP) as soon as possible after becoming aware of a reportable allegation involving an adult (such as a student on placement, volunteer, visitor, contractor, employee) in accordance with the Reportable Conduct Scheme.

## LEGISLATION AND REFERENCES

- Education and Care Services National Law Act 2010: Section 169
- Education and Care Services National Regulations 2011
- Occupational Health and Safety Act 2004 (Vic)
- Worker Screening Act 2020 (Vic)
- Crimes Act 1958 (Vic)
- Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises. Child Safe Standard 6

## RELATED POLICIES

- Staff Induction Policy
- OH&S Policy
- Child Safe: Working with Children Checks
- Child Safe Environment Policy
- Privacy and Confidentiality Policy