

# ***Flinders Children's Centre & Tji Tji Wiltja Preschool***

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PARTICIPATION OF VOLUNTEERS & STUDENTS – Code of conduct

*THE BELOW VOLUNTEERS / STUDENT TEACHER INFORMATION SHEET IS TO BE PROVIDED TO ALL VOLUNTEERS & STUDENTS PRIOR TO COMMENCEMENT OF WORK AT THE FLINDERS CHILDRENS. IT ALSO FORMS AS OUR 'PARTICIPATION OF VOLUNTEERS & STUDENTS POLICY'*

## *VOLUNTEERS / STUDENT TEACHERS INFORMATION SHEET SAFETY MATTERS*

Please sign '**Visitors Book**' on arrival and read WHS procedures and practices and what to do in case of evacuation as outlined in Policy folder. Attach '**Visitors**' badge or own name tag. Remember to sign out when leaving.

### **Please enquire location of:**

- Adult Toilet
- First Aid box. Please see staff if First Aid is required for either yourself or one of the children.
- Telephone(s) -If it has been arranged that you will be attending on a regular basis, please provide emergency contact details to a staff member. Mobile phones are not to be used unless on your break.
- Neat and appropriate dress is essential for safety reasons – both for you and the children. Please avoid the wearing of dangling earrings, heavy and protruding rings, excessively long fingernails, ties, scarves and high heels etc.
- If two students in attendance please ensure that one of you is outside and the other inside.

## *CHILD PROTECTION CURRICULUM:*

❖ In line with state legislation **student teachers** in schools and preschools are required to undergo a Department for Communities and Social Services (**DCSI**) relevant History Clearance. **Regular volunteers & Governing Council members** are also required to undergo a **DCSI** History Clearance - the payment of these clearances will be considered on an individual basis and circumstances.

❖ **Work Experience** students are now required to undergo **DCSI** History Clearance. This applies to **ALL** students regardless of age.

❖ Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability for working with children.

for more information refer to **Relevant History Screening:**

<http://www.decd.sa.gov.au/hrstaff/pages/default/criminalhistory/?reFlag=1>

*CONFIDENTIALITY:*

Information of a personal or sensitive nature regarding the children and or their families attending Flinders Children's Centre is NOT to be discussed outside the preschool. The same confidentiality rules apply regarding matters related to staff working at the preschool.

Ratified March 2016

Reviewed: February 2018

Review: January 2019

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Governing Council Chairperson  
February 2018