

## STUDENTS AND VOLUNTEERS



Interchange Outer East (IOE) has a large volunteer program that assist with the running of their recreational activity programs. IOE aims to use experienced volunteers withing the OSHC@IOE program to assist with providing better ratios for participants.

### **Definitions:**

**Student:** A person who is studying at a university or other place of higher education.

**Volunteer:** A person who freely offers to take part in an enterprise or undertake a task.

### **OSHC@IOE will ensure that:**

Volunteers and students have a completed an up-to-date staff record.

Staff record includes:

- Full name, address, date of birth
- Evidence of qualifications including working towards
- Evidence of approved training including first aid
- COVID 19 vaccination certificate
- Current WWCC
- Contact details
- Emergency contact details

It is the responsibility of OSHC@IOE to ensure that:

- Volunteers and students have an in-date WWCC
- Volunteers and students will be inducted into IOE and the OSHC program
- Volunteers and students are not left alone and are always under the supervision of a staff member
- Volunteers and students are not classed in the 1:15 ratio
- Volunteers and students must be over the age of 16
- Students will be provided with one hour per day to complete relevant paperwork required for their placement. This work is not to be completed with participants.
- Volunteers and students must sign in and out each day to the service

Families are notified of all students and volunteers who engage in the program.

### **References:**

**Education and Care Services National Regulations 2011: 145, 120, 149**

**National Quality Standards: 6.2.2, 6.2.3**