

# Procedure HR:01.03 Student, volunteer and external contractors



Policy – Workplace Health & Safety

Area – People and Culture

Document Control	
Responsible Officer: Safety and Rehabilitation Manager	Procedure Number: HR: 01.03
Contact Officer: Safety and Rehabilitation Advisor	Policy Area: Workplace Health & Safety
Effective Date: March 2019	Review Date: March 2021

## Scope

This procedure, when read with the policy, provides a framework to guide all actions for the C&K board, C&K staff, C&K central, C&K branch centres, children, parents, volunteers, contractors and visitors.

This procedure excludes C&K affiliate centres.

## Introduction

C&K values the contributions of students, volunteers and external contractors. Students, volunteers and external contractors can enrich learning programs, improve children’s learning and developmental outcomes, and strengthen the delivery of quality programs. Supporting students and volunteers can contribute to the sustainability of a strong and capable future workforce.

C&K is committed to maintaining a safe and supportive environment for children, employees and all visitors. For this reason, it is vital that all students, volunteers and external contractors undertake a comprehensive induction and appropriate checks are completed before commencing work.

## Definitions & acronyms

<b>External Contractor</b>	<p>For the purposes of this procedure, an external contractor is guest of C&amp;K, that meets or goes beyond the following frequency test:</p> <ul style="list-style-type: none"> <li>• Eight consecutive days, <b>or</b></li> <li>• Once a week, each week, over four weeks, <b>or</b></li> <li>• Once a fortnight, each fortnight, over eight weeks, <b>or</b></li> <li>• Once a month, each month, over six months.</li> </ul> <p>Building contractors completing work at an education and care centre do not come under the scope of this procedure, however they <u>must have</u> a current Blue Card if they met or go beyond the above frequency test.</p>
<b>Student</b>	<p>For the purposes of this procedure, a student is a C&amp;K guest, studying a course with an education provider and is completing a practicum placement C&amp;K without payment. A student is required to have a current Blue Card prior to working with children.</p> <p>A <a href="#">high school student</a> does come under the scope of this procedure, however <u>does not</u> require a current Blue Card.</p>
<b>Health Practitioner/s</b>	<p><a href="#">Registered health practitioners</a> do come under the scope of this procedure, however do not require a blue card when providing services to children or young people that relate to their functions as a registered health practitioner. They are required to complete an <a href="#">Exemption Card Application</a>.</p> <p>A 'registered health practitioner' is defined as a person registered under the Health Practitioner Regulation National Law Act 2009, other than as a student. Registration under the Health Practitioner Regulation National Law Act 2009 includes dentists, medical practitioners, nurses and midwives, podiatrists, psychologists, occupational therapists, optometrists, osteopaths and physiotherapists.</p>

## Procedure HR:01.03 Student, volunteer and external contractors



Policy – Workplace Health & Safety

Area – People and Culture

<b>Volunteer</b>	<p>For the purposes of this procedure, a volunteer is a guest of C&amp;K, working at a C&amp;K without payment. A volunteer is required to have a current Blue Card prior to working with children.</p> <p>A volunteer parent / guardian of a child regularly receiving care at a Centre, does come under the scope of this procedure, but <u>does not</u> require a Blue Card.</p> <p>An 'excursion helper' that is not a child's parent / guardian, does not come under the scope of this procedure. However, does require a current Blue Card. Refer to <a href="#">SO: 02.02 Procedure Excursions</a>.</p>
<b>Blue Card FAQ's</b>	Please click here for <a href="#">FAQ's</a>

### Procedure

#### 1.0 Registration and induction process

The following tasks must be completed prior to the student, volunteer and external contractor commencing work.

<b>Step 1 Centre Director / Manager</b>	<p>Notify (via email - <a href="mailto:whs@candk.asn.au">whs@candk.asn.au</a>) the WHS team the following information:</p> <ul style="list-style-type: none"> <li>External Contractor: Company name / full name / approx. start date / approx end date and if they have a current valid blue card</li> <li>Student: Full name / Education provider / approx start date / approx end date and if they have a current valid blue card.</li> <li>Volunteer: Full name / approx start date / approx end date and if they have a current valid blue card</li> </ul>
<b>Step 2 WHS team</b>	<ul style="list-style-type: none"> <li>Records details on C&amp;K External Contractor, Student and Volunteer Register.</li> <li>Email Centre Director / Manager the induction pack, including the External Contractor Student and Volunteer Induction checklist.</li> </ul>
<b>Step 3 Centre Director / Manager</b>	<ul style="list-style-type: none"> <li>Provide the induction pack to the prospective External Contractor, Student or Volunteer. Outline induction process.</li> <li>Work through the induction checklist items with the prospective External Contractor, Student or Volunteer.</li> <li>Complete and document a minimum of one reference check via <a href="#">Student and Volunteer Reference Check</a> form.</li> <li>Sign the checklist when all induction checklist items have been completed.</li> </ul>
<b>Step 4 External Contractor, Student and Volunteer</b>	<ul style="list-style-type: none"> <li>Complete all induction checklist items, including watching the C&amp;K External Contractor, Student and Volunteer and External Contractor Induction Online Presentation.</li> <li>Sign and date the checklist when all induction checklist items have been completed.</li> <li>Student, contractors and volunteers are required to complete a refresher of the induction procedure annually.</li> </ul>
<b>Step 5 Centre Director / Manager</b>	<ul style="list-style-type: none"> <li>Email the WHS team (<a href="mailto:whs@candk.asn.au">whs@candk.asn.au</a>) scanned copies of the External Contractor's, Student's or Volunteer's: <ul style="list-style-type: none"> <li>Current Blue Card, Exemption Blue Card or Registered Health Practitioner evidence <b>OR</b> completed Blue Card Application.</li> <li>Completed reference check(s).</li> <li>Completed (and signed) induction checklist.</li> </ul> </li> <li>Keep a copy of all records.</li> </ul>

## Procedure HR:01.03 Student, volunteer and external contractors

Policy – Workplace Health & Safety

Area – People and Culture

<b>Step ⑥</b> <b>WHS team</b>	<ul style="list-style-type: none"> <li>• Submit Blue Card application / Link Applicant or Card Holder Form.</li> <li>• Update the C&amp;K External Contractor, Student and Volunteer Register.</li> <li>• Send an email confirmation to the Centre Director / Manager when all items have been received.</li> </ul>
<b>Step ⑦</b> <b>Centre Director / Manager</b>	<ul style="list-style-type: none"> <li>• Via normal communication channels, inform the children and families the student, volunteer or external contractor will be commencing.</li> </ul>

### 1.1 Blue Card records

- If a \*student, \*volunteer or external contractor **already holds a current Blue Card, the *Link an Applicant or Cardholder Form*** must be completed. This process advises Blue Card Services that the student, volunteer or external contractor will be undertaking work at C&K.
- If a student, volunteer or external contractor **does not have a current Blue Card**, they are required to complete a ***Blue Card Application Form***.
- **A student, volunteer or external contractor cannot complete work until they receive / hold a current Blue Card and completed all induction requirements as outlines in this procedure**

## 2.0 Responsibilities

### 2.1 Centre Director / Manager and employees

- Maintain an induction folder for students, volunteers and external contractors with current information and documents as listed in the External Contractor Student and Volunteer Induction Checklist.
- Never leave students, volunteers or external contractors in sole charge of children for any length of time. Closely supervise when they have contact with the children.
- When required, provide students, volunteers or external contractors with advice, support and direction.
- Meet with student daily, to discuss progress and practicum requirements.
- Encourage students, volunteers and external contractors to actively contribute.
- Welcome and include students, volunteers or external contractors. When appropriate, invite to team meetings and centre / site events.

### 2.2 Student, volunteer and external contractor

- Consistently implement C&K policies and procedures, and local level protocols.
- Follow the directions and seek the guidance of employees.
- Respectfully interact with children, families and employees.
- Be punctual and complete the visitor sign in and out register daily. If absent, contact the Centre Director / Manager as soon as possible.
- Share ideas and contribute to the program / project.
- As per [HR05.01 Procedure Grievance](#), immediately escalate concerns to the Centre Director / Manager.
- As per [CP:01 Child Protection](#), immediately report and escalate all suspicions and allegations of child harm to the Centre Director / Manager.

#### Do Not:

- Share (including via social media) any personal child, family or employee information with others outside the centre / C&K.
- Take images of children or make sound recordings of children's voices unless prior written parent / guardians authorisation has been obtained.
- Communicate with families or complete children's toileting / nappy change routines, unless closely supervised by an employee.
- Administer children's medication or first aid, or use personal mobile phone whilst working.

## Procedure HR:01.03 Student, volunteer and external contractors



Policy – Workplace Health & Safety

Area – People and Culture

Links to associated documents	
<i>HR :01:03.T1</i>	<i>Template - Student and volunteer reference check</i>
<i>Blue card services</i>	<i>Exemption card application form</i>
<i>Blue card services</i>	<i>Blue card application form</i>
<i>HR: 05.01</i>	<i>Procedure - Grievance</i>
<i>CP: 01</i>	<i>Policy - Child Protection</i>
<i>SO: 02.02</i>	<i>Procedure - Excursions</i>