



## Out of Hours School Care Student Volunteer Policy

### Policy Statement

Students and Volunteers in appropriate fields of study will be considered for placement in the Out of School Hours Care (OSHC) program.

### Procedures and Practices

- The program coordinator/s will meet with prospective students/volunteers regarding any placement at the OSHC program.
- All students and volunteers will be provided a comprehensive orientation of the OSHC program.
- The program coordinator/s will complete any placement documentation required.
- The program coordinator/s will ensure that students/volunteers are always:
  - Under the direction of qualified staff and not left unsupervised
  - More than staff to child ratio requirements
  - Hold a current working with children check if over the age of 18

### Sources:

- Guide to the Education and care Services National Law and the Education and Care Services Regulations 2011. Sourced March 2021.

### Date Reviewed:

August 2018  
March 2021

### Next Review Date:

March 2024