



## Operational Policies

### 7.28 Volunteers Policy

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**Classification:** Health and Safety

**Date:** November 2023

**Applies to:** All Staff

**Review Date:** November 2026

**Approved by:** General Manager

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#### **Purpose:**

##### **To ensure:**

- That the health and safety of children, staff and visitors is protected;
- That volunteers are welcome in kindergartens; and
- That accurate records are kept of persons present on site, or helping on excursions

##### **References:**

- Health and Safety at Work Act 2015
- Children's Act 2014
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations
- Kaitiaki Kindergartens Student Teachers Policy (3.12)
- Kaitiaki Kindergartens Privacy and Confidentiality Policy (5.02)
- Kaitiaki Kindergarten's Photography in Service Policy (5.07)
- Kaitiaki Kindergartens Social Competence Policy (6.08)
- Kaitiaki Kindergartens Care and Protection of Children Policy (7.14)
- Kaitiaki Kindergartens Smoke and Vaping Free Policy (7.12)

##### **Definition:**

- Kaitiaki Kindergartens – is referred to as 'The Association'
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- Volunteers in services are people spending time in a Kaitiaki Kindergartens service, or who are part of the adult ratio on an excursion, during operating hours. These people will work directly with children but are not employed by the Association.

##### **Volunteers to services include:**

- Overseas students volunteering in our services to gain experience
  - People considering or undertaking early childhood study
  - Community members providing support
  - Parents volunteering in our services (whether their child is in attendance or not)
  - Parents volunteering for excursions during operating hours
  - College students over the age of 14, not needing specific adult supervision
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(note: that school/college students under the age of 14 must be accompanied by an adult and both must be considered as visitors.

This policy does not cover students on placement. (See policy 3.12 Student Teacher Policy)

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## Policy

1. All requests from people wanting to undertake voluntary work in services must be notified directly to The Association by the Service Leader.
2. Services that wish to use community/voluntary workers must have written approval from The Association before any agreement is entered into.
3. The Association will collate all necessary information on any community/voluntary worker's application, including Police Checks. In each case, these will be considered individually by the Professional Practice Leader or General Manager.
4. If the volunteers are from a training provider who the Association has an agreement in place for 'sharing of police checks' and 'assurance of safety check components undertaken' – the volunteer will not need to undergo an additional check.
5. Community service ordered through the courts will not be approved under any circumstances.
6. Whilst making the services open to its community, all visits by volunteers should enhance the programme and in no way detract from the children's learning.
7. The taking of photographs and use of video equipment is forbidden.
8. No Volunteers will be left alone with a child or group of children where they are not in view of the teachers.

## Procedures

- All volunteers (except volunteering parents) will be police checked before they start volunteering in an Association service.
  - Those applying for volunteering must provide proof of identity. This could be driving licence and Passport.
  - Volunteers working in services will have the permission of the Association before they commence their volunteer work. The Association will work with the Service Leaders to ensure they are comfortable with, and are prepared to supervise, the volunteer before permission is granted.
  - Volunteers will record their visits in the Visitors Book each time they are at the service.
  - Volunteers who will be in the service for more than one session will be asked to fill in the attached form, 'Volunteering at Kaitiaki Kindergartens'.
  - The Service Leader will ensure that the Volunteer familiarises themselves with the Association's Visitors Information which is accessible at all services. A short induction will be required before
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the volunteer starts and will include all information noted in the Whānau Information Display Board and including:

- The Service's Hazard Register.
  - The Service's Philosophy.
  - The Service's Routines.
  - A list of Policies and where to find them, including (but not limited to):
    - Privacy and Confidentiality policy (5.02).
    - Parents and Visitors Code of Conduct (3.18)
    - Smoke and Vaping Free Policy (7.12)
    - Care and Protection of Children Policy (7.14)
    - Social Competence Policy (6.08)
  - Any Programme Information.
  - A statement to the effect that: During child contact time, teachers are involved in teaching duties. Volunteers are asked to be mindful of this and arrange a suitable time with staff to engage in discussion and ask any questions they have of the centre.
- The Service Leader will ensure that the Volunteer is made aware of the services Emergency Evacuation Procedures.

Signed:

Date:

5/4/24

Tara Solomon  
General Manager

**Endorsed by the Kaitiaki Kindergartens Board at the Board Meeting of 6 March 2024**



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## Volunteering at Kaitiaki Kindergartens

If you wish to apply to volunteer in one of our services, we ask that you fill out this form with your details.

Name: .....

What period would you like to volunteer with us? .....

Address while in New Zealand: .....

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Address in home country (if applicable): .....

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Email address: .....

Name of organisation you are affiliated with: .....

Brief explanation of why you wish to volunteer with us: .....

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Proof of Police check done in your country: (if applicable) .....

**Note:** If, in the last 10 years, you have lived for 12 months or more in an overseas country, you must provide a recent police vetting form from that country/countries.

Once you are cleared to volunteer, we will need proof of identity (usually passport and driving licence but there are also other options)