Eureka community kindergarten association ECKA is responsible for ensuring that volunteers are suitable to work with children and that Children's Health safety and well-being is protected at all times.

It is a requirement under the *Education and Care Services National Regulations 2011 (Reg. 149)* for the Approved Provider to record the details of all volunteers assisting with an excursion.

**Volunteers are responsible for:**

* Understanding that if they participate in an excursion or service event as a volunteer, they will be under the immediate supervision of an Educator at all times.
* Following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
* Informing an Educator immediately if a child appears to be missing from the group.
* Supervising and caring for siblings and other children in their care who are not enrolled in the program (if they are permitted to attend the excursion).
* Complying with all service policies while participating in an excursion or service event including the *Code of Conduct Policy, Child Safe Environment & Wellbeing Policy, Interactions with Children and Privacy & Confidentiality Policy, Sun Protection Policy and Hygiene Policy.* (Policies are located at ecka.org.au under the heading About Us > Policies)
* Understanding the aims and objectives of the excursion/event and the roles and responsibilities necessary for a smooth operation of the excursion/event.
* Ensuring that if a child indicates the need to use the toilet facilities, they are to notify a staff member who will attend to their needs. (Unless you are the parent/guardian of that child > *If you need to take your own child to the toilet you must notify an educator that you are leaving the group to take your child to the toilet*).
* Understanding and ensuring that you are not to be left in the sole supervision of an individual or groups of children.
* Understanding that Eureka community kindergarten association (ECKA) has a no smoking policy
* Ensuring that you are not affected by alcohol or other drugs (including prescription medication) that would impair your capacity to supervise or provide education and care to children.

**Please fill in the slip below and return to your educator prior to attending any excursions**

………………………………………………………………………………………………………………………………………………………………………

**Volunteer Record**

|  |  |
| --- | --- |
| Kindergarten Name:  |  |

***Volunteer Details:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Relationship to Child: |  |
| Phone Number:  |  | Date of Birth:  |  |
| Address: |  |
| WWCC Number (if required)\* |  |

*\*WWCC is not required for parents/guardians or family members attending an event that their child is also attending.*

***Emergency Contact Details:***

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Phone Number: |  |

I have read and understood the above information relating to my participation in excursions run by Eureka community kindergarten association ECKA, in accordance with *Education and Care Services National Regulations 2011.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |