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## Florey Preschool Volunteer Procedures

The following procedures align to support the implementation of **Working with Children and Young People – Volunteers and Visitors (2013 WWCUPVV201310)**

Parents/carers/family/community members are encouraged to participate in the Florey Preschool Program

- All families are required to fill out a Volunteers Nomination Form and are given Code of Conduct Information as part of the enrolment process before commencement of preschool.
- Any volunteer attending preschool on a daily basis and staying for a period of time or accompanying on excursions/outings needs to sign the *Visitor Sign In Register* (see attached document). These are accessible in each preschool room.
- Assistance is given by staff to fill out these forms as needed.
- Volunteers can work up to a total of 3 days within 28 days or 7 days within 12 months.
- If volunteers intend to volunteer for longer than this, they are required to apply for and gain a Working with Vulnerable People card. More information about how to apply for one of these can be found here:  
[https://www.canberraconnect.act.gov.au/app/answers/detail/a\\_id/1804/~/working-with-vulnerable-people-\(wwvp\)](https://www.canberraconnect.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-(wwvp))
- Volunteer information is communicated to parents through our Preschool Information Booklet given on enrolment (see Preschool Information Booklet).
- Volunteers are not responsible for supervision of children and are not permitted to be left alone with children without staff members present.
- Volunteers are encouraged to stay each morning for a short period as they deliver their child to preschool to chat with staff, change library books with their child, or engage in an activity.
- Volunteers can assist by covering books, putting work in portfolios and assisting at fund-raising events as a part of the Preschool Sub-Committee P&C.
- All community volunteers are encouraged to stay for a day (or part of a day) to observe what our preschool program involves – assisting small groups of children with activities, participating in musical activities, reading stories, cooking with the children, assisting with outdoor activities, gardening, sharing skills and interests with children and generally having a great time with their child and the other children.

- Multicultural & Indigenous volunteers are also encouraged to enrich our program – volunteers can read stories, sing songs, assist with art & craft activities, cook, play games and share ideas and celebrations from the diverse range of cultures at Florey.
- Parent/Carer volunteers over the age of 18 accompany us on excursions/outings to meet the correct adult:child ratio.
- Volunteers at preschool are supported by staff to become involved in our program. They are welcome at any time throughout the year to participate in any way they feel they can contribute.