

Introduction

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

External Contractor	<ul style="list-style-type: none"> • A person who works directly with children, for example allied health professionals, photographers, entertainers. • Building contractors, for example a pest control technician, landscaper, electrician, completing work at an education and care centre do not come under the scope of this procedure. Please see Contractor Management Procedure
Student	<ul style="list-style-type: none"> • A person studying a course with an education provider and completing a practicum placement at C&K without payment.
Volunteer	<ul style="list-style-type: none"> • A person working at a C&K centre without payment. • A volunteer parent/guardian of a child regularly receiving care at a centre, does not come under the scope of this procedure. • An 'excursion helper' that is not a child's parent / guardian, does not come under the scope of this procedure.

Registration and Induction Process

Before a student, volunteer or external contractor begins work, the following tasks must be completed:

Responsibility	Action																				
Step 1 Centre Director/ Manager	Advise C&K by emailing the following information to whs@candk.asn.au :																				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="background-color: #e0f0ff;">External Contractor</th> <th style="background-color: #e0f0ff;">Student</th> <th style="background-color: #e0f0ff;">Volunteer</th> </tr> </thead> <tbody> <tr> <td>Name of company or education provider</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>Full name</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Approx. start and end date</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Current Blue Card (if they have one)</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		External Contractor	Student	Volunteer	Name of company or education provider	✓	✓		Full name	✓	✓	✓	Approx. start and end date	✓	✓	✓	Current Blue Card (if they have one)	✓	✓	✓
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Step 2 WHS Team	<ul style="list-style-type: none"> • Record details on the C&K External Contractor, Student and Volunteer Register. • Email induction pack, including the <i>External Contractor Student and Volunteer Induction Checklist</i> to the Centre Director/Manager. 																				

NQS4 Staffing Arrangements Procedure Students, Volunteers and External Contractors

<p>Step 3 Centre Director/ Manager</p>	<ul style="list-style-type: none"> • Provide induction pack to the external contractor, student or volunteer. • Work through the induction checklist with the external contractor, student (Including High school work experience) or volunteer. • Complete and document a reference check on the <i>Volunteer and External Contractor Reference Check Form</i>.
<p>Step 4 Student/ Volunteer/ External Contractor</p>	<ul style="list-style-type: none"> • Complete induction checklist, including the compliance training, prior to commencing work at the centre. • Provide centre Director/Manager with documentation as requested.
<p>Step 5 Centre Director/ Manager</p>	<ul style="list-style-type: none"> • Sign the induction checklist when all items have been completed. • Email whs@candk.asn.au the following documents: <ul style="list-style-type: none"> ○ If applicable: Current Blue Card, Exemption Blue Card or Registered Health Practitioner evidence (APHRA Qualification). ○ Completed reference check(s) ○ Completed (and signed) induction checklist
<p>Step 6 Centre Director/ Manager</p>	<ul style="list-style-type: none"> • Keep the above records in a confidential centre file • Inform whs@candk.asn.au when external contractor, student and volunteer no longer works at/attends your centre.
<p>Step 7 WHS Team</p>	<ul style="list-style-type: none"> • Register the Blue Card details on the online Blue Card portal register. • Update the C&K External Contractor, Student and Volunteer Register. Send an email confirmation to the Centre Director/Manager when all items have been received. • Delink the student, contractor or volunteer once confirmed by centre director.
<p>Step 8 Centre Director/ Manager</p>	<ul style="list-style-type: none"> • Welcome the student, volunteer or external contractor by informing the children, families and the team their commencement date, workdays/times and their role/responsibilities.

Blue Card Records

- Most students, volunteers or external contractors will require a current Blue Card. A student, volunteer or external contractor cannot commence work until they receive/hold a current Blue Card **NO CARD NO START**.
- If a student, volunteer or external contractor already holds a current Blue Card, the following details must be recorded on the [Students Volunteers and External Contractors Induction Checklist](#):
 - Blue card number including number after the /
 - Expiry date
 - Date of birth

If a student, volunteer or external contractor does not have a current Blue Card, they are required to complete a *Blue Card Application Form* which will be included in the induction pack emailed to the centre Director.

Responsibilities

Centre Director / Manager (and C&K Employees)

- Maintain an induction folder for students, volunteers and external contractors with current information and documents listed in the [Students Volunteers and External Contractors Induction Checklist](#).

- Welcome and include students, volunteers or external contractors. When appropriate, invite them to team meetings and centre/site events.
- Never leave students, volunteers or external contractors in sole charge of children for any length of time. Closely supervise students, volunteers and external contractors when they have contact with children.
- Provide students, volunteers or external contractors with advice, support and direction, when required.
- Meet with students daily, to discuss progress and practicum requirements.
- Encourage students, volunteers and external contractors to actively contribute their ideas to the program.
- Provide a printed copy of the [C&K Inclusion Practice Guide](#) to therapist/health professionals (external contractors).
- Work collaboratively with therapists/health professionals (and parents/guardians) in a transdisciplinary manner. To understand transdisciplinary practice in more detail, view the [Early Years Connect online webinar](#).
- Work with therapists/health professionals to establish a communication plan that ensures information about individual children they are working with is regularly shared, discussed and reviewed with relevant stakeholders.
- Provide therapists/health professionals with appropriate guidance to ensure therapy activities implemented comply with C&K policies and procedures, reflect the C&K Curriculum Approach and are incorporated into the daily program. Ensure individual children are not excluded from the daily program or their peers to complete therapy.

Student, Volunteer and External Contractor

- Comply with C&K policies and procedures, and local level protocols.
- Follow the directions of the Centre Director/Manager and seek guidance from employees.
- Respectfully interact with children, families and employees.
- Be punctual and complete the visitor sign-in and sign-out register daily. If absent, contact the centre Director/Manager as soon as possible.
- Share ideas and contribute to the program / project.
- Immediately escalate any concerns to the Centre Director / Manager as outlined in the [Employee Grievance Policy and Procedure](#).
- Immediately report and escalate all suspicions and allegations of child harm to the Centre Director / Manager as required under the [C&K Child Protection Policy](#).
- **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.
 - Use a personal mobile phone while at work.

Therapist/Health Professionals only

- Read and follow the C&K Inclusion Practice Guide (printed copy provided by the centre Director).
- Work collaboratively with C&K staff (and parents/guardians) in a transdisciplinary manner. To understand transdisciplinary practice in more detail, view the [Early Years Connect online webinar](#).
- Work with the centre Director/educator to establish/document a communication plan that ensures information about individual children is regularly shared, discussed and reviewed with all relevant stakeholders.
- Implement therapy activities that comply with C&K policies and procedures and reflect the C&K Curriculum Approach. Do not exclude children from the daily program or their peers to complete therapy. Work with centre Director and educators to ensure therapy activities are consistent with C&K policies and procedures and reflect the C&K Curriculum Approach.

Related Documentation

[NQS2 Children's Health and Safety Procedure - Excursions](#)

[Vendor Maintenance Procedure](#)

[Contractor Management Procedure](#)

[Visitor Procedure](#)