

## 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

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

## Registration and Induction Process

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

Responsibility	Action			
<b>Step 1</b> Centre Director/ Manager	Advise C&K by emailing the following information to <a href="mailto:whs@candk.asn.au">whs@candk.asn.au</a> :			
		<b>External Contractor</b>	<b>Student</b>	<b>Volunteer</b>
	Name of company or education provider	✓	✓	
	Full name	✓	✓	✓
	Approx. start and end date	✓	✓	✓
	Current Blue Card (if they have one)	✓	✓	✓
<b>Step 2</b> WHS Team	<ul style="list-style-type: none"> <li>• Record details on the C&amp;K External Contractor, Student and Volunteer Register.</li> <li>• Email induction pack, including the <i>External Contractor Student and Volunteer Induction Checklist</i> to the Centre Director/Manager.</li> </ul>			

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

## 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](#)