



Volunteers in Kindergartens

Responsible to:	Chief Executive Officer
Applies to:	All Staff
Purpose:	To ensure: <ul style="list-style-type: none">• accurate records are kept of persons present on site• volunteers are welcome in kindergartens and the health and safety of children is protected.
Definitions:	<p>Volunteers in kindergartens are people spending time in a kindergarten during operating hours and whose intention it is to work directly with children and who are not employed by WMK. This policy does not cover students on placement.</p> <p>Volunteers to kindergartens include:</p> <ul style="list-style-type: none">• Overseas students volunteering in kindergarten• People considering or undertaking early childhood study who are volunteering in kindergarten• Community members providing kindergarten support
References:	<ul style="list-style-type: none">• Education (Early Childhood Services) Regulations 2008• Child Protection Policy

Policy

1. All volunteers will be police checked before they start volunteering in the kindergarten.
2. If the volunteers are from a training provider who WMK has an agreement in place for 'sharing of police checks' – the volunteer will not need to undergo an additional police check.
3. Volunteers working in kindergartens will have the permission of WMK before they commence their volunteer work. WMK will work with the Head Teachers of kindergartens to ensure they are comfortable with the volunteer before permission is granted.
4. Volunteers will record their visits in the Visitors Book each time they are at the kindergarten.
5. Volunteers who will be in kindergarten for more than one day will generally be asked to fill in the attached form, 'Volunteers in Whānau Manaaki Kindergartens'.

6. No Volunteers will be left alone with a child or group of children where they are not in view of the teachers.
7. Child protection and Health and Safety including emergency evacuation policies and the hazard register shall be on display adjacent to the Visitors Book.

Volunteers in Whānau Manaaki Kindergartens:

If you are volunteering in a kindergarten in our Association for longer than a day, we ask that you fill out this form with your details and send it back to us before your visit begins. Thank you.

Name:

Dates you intend to be at the kindergarten:

Address:

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Address in home country (if not from NZ):

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Email:

If you affiliated with an organization, what is the name of the organisation?:

Brief explanation of the purpose of your visit:

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Proof of Police check done in your country:

www.wmkindergartens.org.nz

P.O Box 50743, Porirua

Email: info@wmkindergartens.org.nz