



2019 KCCC Volunteer Registration Form

KCCC is a parent governed, not for profit organisation. We support building collaborative partnerships with families and communities to enhance children's inclusion, learning and wellbeing.

The Australian Children's Education and Care Quality Authority (ACECQA) identifies this as a crucial standard in the National Quality Standards for Early Childhood Education and Care to deliver quality outcomes for children.

These standards are listed as:

- authentic family engagement encourages the active participation of each child and their family in service decisions and the educational program
- reflecting on inclusive practice helps the service to identify and remove potential barriers to an inclusive environment and support the wellbeing of all children and families
- community engagement helps the service to build relationships between each child, the families of the service and the community they reside in, and encourages each child to develop their identity within the context of their local community
- as well as enriching programs, practices and policies, it provides an opportunity to support children to respect and value diversity.¹

KCCC values the expertise, culture, values and beliefs of families and respect that families share in decision making about the service, their child's learning and wellbeing. We encourage you to volunteer within the capacity you have at this time.

Working With Children Check (WWCC)

KCCC is a child safe organisation and the safety and wellbeing of each child is paramount to our operations.

It is a requirement that any persons volunteering or working in the service MUST have a current Working with Children Check.

Please provide the KCCC office with a copy of your card before helping in the rooms, on excursions and at working bees. If you need to apply for a Working with Children Check, click [here](#) and complete the required information. There is no charge for a Volunteer Working with Children Check.

Privacy Statement

KCCC will only collect information from you with your knowledge and consent. KCCC will use personal and health information provided by you for the purposes for which it was collected. Personal information you provide is protected by the Information Privacy Act 2000 and Health Records Act 2001. KCCC will not disclose your personal information to a third party unless required by law.

Volunteer: _____ Volunteer: _____

Name/s of your child/ren attending the centre: _____

Address: _____

Volunteer 1 Phone No. _____

Volunteer 2 Phone No. _____

¹ National Quality Standards 2018



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Thank you for offering your service as a volunteer, for periods between:
1 January to 31 December 2019

As a volunteer of KCCC the following apply:

1. The tasks you have volunteered for may include: assisting with minor building/garden maintenance, assisting in the rooms, fundraising activities.
2. Your legal liability arising out of your approved voluntary work is covered by KCCC Public Liability Insurance subject to policy conditions.
3. Should any injury occur to you while you are acting as a volunteer of KCCC, you must notify a staff member immediately, or as soon as practicable.
4. Any incident that occurs in which injury or property damage to other parties may arise, needs to be reported immediately or as soon as practicable to staff.
5. Under the terms of the Occupational Health and Safety Act 2004, and the model Work Health Safety Act, volunteers must comply with KCCC policies, procedures and relevant regulations.
6. Volunteers do not receive payment by KCCC.
7. Under the Education and Care Services National Law Act 2010 and the Education and Care Services Regulations, regulation 97, requires the approved provider of an Education and Care Service to take adequate precautions to protect children from harm or hazards and develop and regularly practice emergency procedures. As part of the Emergency Management Plan (EMP), it is an essential component that volunteers are aware of the KCCC EMP which will assist in more efficient outcomes in relation to community emergencies. Volunteers are required to know the emergency exits, relocation/evacuation procedures and are able to assist the staff if an emergency event was to occur while at the service.
8. The tasks you have volunteered to perform are to be undertaken with all due care, skill and diligence

	Volunteer 1		Volunteer 2	
9. Working with Children Check provided	Yes	No	Yes	No
Please attach a copy				
10. Do you have any medical condition that may affect your volunteer work?	Yes	No	Yes	No

If yes, please specify _____

I confirm that I have read and understood the above mentioned and the information prior to signing it.

Volunteer 1 Signed _____ Date _____

Volunteer 2 Signed _____ Date _____

General Manager/Enrolment Officer _____ Date _____