

Related Quality Area	QA7: Governance and Leadership QA4: Staffing Arrangements
Related Policies	Code of Conduct Staffing Arrangements Policy Interaction with children, family and staff policy Respect for children policy

PURPOSE

Our Centre values the participation of students and volunteers. Having students and voluntary workers within the Centre helps to inform the community about our program and the value of the work we do. Students and voluntary workers are welcome at the Centre: However, the children’s care and safety are our first priority.

Our Centre supports participation of work placement students (including work experience students) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. We aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre’s daily routine and assist in accordance with their qualification level to work with children under the National Quality Framework requirements.

SCOPE

This policy applies to children, families, staff, management, and visitors of the Centre.

IMPLEMENTATION

The Nominated Supervisor will:

The manager or nominated supervisor needs to be sure that no more than three students or volunteers are in the Centre at the same time, one of each in a different room.

Work with the relevant Room Leader to mentor the student for the duration of the placement.

Conduct an orientation for the student or volunteer including taking the student or volunteer on a tour of the Centre, showing emergency exits, staff room and bathroom facilities.

Provide the student/volunteer with a Work Placement Orientation Package.

Negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.

Minimum 3 days a week and 6 hours every day, opening and closing shifts. Work placement (year 11 or 12 students) can do a weekday placement with a minimum of 6 hours a day.

Advise students or volunteer to bring in a poster with a photo introducing themselves and outlining the reason for their placement.

Inform families, children, and Educators when work experiences students and volunteers are present at the Centre, including their role and hours they will be attending the Centre.

Ensure work placement students or volunteers are never left alone with children or included in the ratio of adult to children.

Ensure students are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors.

Introduce the student or volunteer to educators and their Room Leader.

Assist the student or volunteer in completing their own checklist for their requirements. This includes familiarising themselves with the Centre policies and Staff Handbook.

Show the student or volunteer where they can access the Centre's policies.

Ensure the student has signed a confidentiality agreement prior to commencing their placement.

Discuss any relevant important information about specific children to the student or volunteer (i.e. court orders, additional needs, dietary needs) so that the student or volunteer is aware of potential issues.

Liaise with learning institutions and accept suitable student placements under the institution's supervision.

Assist learning institutions to place suitable students with individual Educators.

Ensure student's/volunteer's paperwork and insurances are current.

EDUCATORS WILL

Maintain open communication with work experience students and volunteers along with their practicum teachers about their performance.

Support all student's and volunteer's practicum requirements to the best of their ability during the placement.

Work as a team sharing appropriate skills and knowledge with each student and volunteer.

Ensure all colleagues are provided with relevant information about tasks the student is required to complete in the Centre as part of their practicum.

Be aware of student and volunteer expectations.

Have the time and proficiencies to support each student and volunteer in their placement.

Encourage students to seek help and advice as required.

Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner.

Guide the students throughout the day.

Make the student or volunteer feel welcome and a valued member of the team.

THE ROOM LEADER WILL

- Discuss the progress of written work and performance with the student or volunteer.
- Discuss any concerns raised by the student with the Student Supervisor.
- Ensure students or volunteers are directly supervised at all times during children's nappy change times.
- Encourage students to use their initiative.
- Ensure the student/volunteer remains up to date with their assessments/tasks to be completed.
- Discuss concerns with student/volunteer with management.
- Never leave the student alone with a child or children.
- Communicate with the Nominated Supervisor/Director to provide honest and accurate feedback to the student's training institution supervisor as required.

WORK EXPERIENCE STUDENTS AND VOLUNTEERS WILL

- Complete the Student and Volunteer confidentiality Form prior to the commencement of work placement
- Provide Working with Children Check details prior to placement [exemptions may be applicable if student is under the age of 18 in NSW or 14 in SA]
- Not be in possession of personal electronic devices that can take images or videos while providing education and working directly with children
- Work a variety of shifts to gain knowledge of different aspects of Service operations

- Learn about the children through interaction and practical experience.
- Develop the skills and knowledge needed to care for and educate children.
- Learn about the importance of working as part of a team in the Early Childhood profession.
- Learn strategies for working in a team environment.
- Learn and accommodate the expectations of qualified educators in the Centre.
- Inform their room leader in writing of what will be expected of them by their training body, University or School, or any other training organisation, and provide time sheets and evaluation forms.
- Keep up to date with all written work requirements.
- Bring in a poster introducing themselves that will include:
 - Name
 - Photo
 - Course they are studying
 - RTO/university they are studying with
 - Dates and times they will be at the Centre
 - The focus of their study.
- Discuss any problems the student may be experiencing with their room leader.
- Adhere to all Centre policies and procedures.
- Never remove a child from direct staff supervision.
- Student doing their Placement in our facility, cannot be paid and their working hours getting paid cannot be counted as a Placement.
- If a permanent staff is enrolled in a qualification, their working hours can be counted as a Placement after one year of a full-time position in our Centre

To be a volunteer in our Centre, you must:

- Hold a valid Working with Children Check (WWCC)
- Provide an enrolment letter from a training organisation in Early Childhood Education or Community Services
- Be currently studying or working towards a qualification in Early Childhood Education or Community Services
- Or already hold a qualification in Early Childhood Education or Community Services

PROBITY CHECKS

- All students will supply identity details to the Nominated Supervisor.
- All students will complete a Working with Children Volunteer/student declaration.
- All students will have a meeting with the Nominated Supervisor to receive information regarding the following Centre policies:
 - a) Child protection
 - b) Record Keeping and Confidentiality
 - c) Code of conduct
 - d) Supervision

STUDENTS AT RISK

If educators feel that the student is at risk of failing their practicum, the following steps will be taken:

1. The Room Leader will alert the Student's training institution Supervisor of any concerns regarding the student.
2. Both the Student Supervisor and the Room Leader will discuss concerns with the student.

3. The Room Leader will arrange for the student's supervisor/assessor to visit the Centre and discuss concerns that have ascended.
4. The student's educational institution and Nominated Supervisor will govern the outcome of the practicum.

TERMINATION OF PRACTICUM

Termination of student's placement will occur if the student:

- Harms or is at risk of harming a child in their care.
- Is under the influence of drugs or alcohol.
- Fails to notify the Centre if they will not be attending the Centre.
- Does not adhere to starting times or break times.
- Is observed using repeated inappropriate behaviour at the Centre.
- Does not comply with all policies and procedures addressed in the student package.
- Does not provide the photo with an introduction on commencement.
- Does not keep up to date with their work placement tasks.
- Removes any child or children from the direct supervision of an educator.

POLICY REVIEWED BY	Judy Rondon	Director	March 2023
POLICY REVIEWED	March 2023	NEXT REVIEW DATE	March 2025
MODIFICATIONS	<ul style="list-style-type: none"> • No modifications 		

POLICY REVIEWED BY	Judy Rondon	Director	March 2025
POLICY REVIEWED	March 2025	NEXT REVIEW DATE	March 2027
MODIFICATIONS	<p>Added:</p> <p>WORK EXPERIENCE STUDENTS AND VOLUNTEERS WILL</p> <ul style="list-style-type: none"> • Complete the Student and Volunteer Confidentiality Form prior to the commencement of work placement • Provide Working with Children Check details prior to placement [exemptions may be applicable if student is under the age of 18 in NSW or 14 in SA] • Not be in possession of personal electronic devices that can take images or videos while providing education and working directly with children • Work a variety of shifts to gain knowledge of different aspects of Service operations 		