Participation of Volunteers and Students Policy

Policy first issued	22nd August 2016
Current review date	7th August 2024
Personnel responsible	Childcare Operations

NQS 4 Staffing Arrangements

NQS

QA 4	4.2	Management, educators and staff are collaborative, respectful and ethical.
	4.2.1	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
	4.2.2	Professional standards guide practice, interactions and relations.

National Regulations

Regs	168	Education and Care service must have policies and procedures

Aim

The Centre is happy to support Students and Volunteers in their efforts to become Early Childhood Professionals. They will be encouraged to achieve the qualifications necessary to work with children under the National Quality Framework.

Students and Volunteers MUST follow all Policies and Procedures at the Centre.

Educators will:

- Give guidance to the student to the best of their knowledge and make a conscientious effort to make all students feel comfortable in their work experience environment.
- Maintain open communication with Work Experience Students and Volunteers along with their practicum teachers.
- Support all students and volunteers undertaking work experience needs during their placement.
- Pass relevant skills and knowledge to each student and volunteer.
- Ensure all educators are provided with relevant feedback and tasks that 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 capabilities to support and volunteer in their placement.

At all times the student/volunteer is to be supervised by an educator and is never to be left alone with any child. Work Experience and Students on Tertiary placements are not considered as staff members.

Work Experience Students and Volunteers will:

- Finalise placement dates prior to commencement at the Centre.
- Follow Centre's *Staff Dress Code* Policy
- Take instructions from any educator, recognising that this may be for their safety or the safety of the children in our care.
- Notify the Centre if they will not be attending for whatever reason.
- Obtain a Working with Children Check and give copy to Centre Director before commencing at the Centre.
- Read Centre Policy handbook and uphold policies throughout their placement.
- Not photocopy or remove policies from the Centre.
- Learn about the children through observation and practical experience.

- Develop skills and abilities needed to care for and educate children.
- Learn about working as part of a team in the Early Childhood profession
- Learn strategies employed when working in a team environment.
- Learn skills already acquired by qualified educators in the Centre.
- Become familiar with families and children in the Centre.
- Keep educators aware of all written work requirements.

Method

The Nominated Supervisor will appoint an educator to be 'Student Supervisor', arrange a pre-placement visit for the student or volunteer and inform those at the Centre when this will occur. Families will also be informed when Work Experience Students and Volunteers are present at the Centre and about their role and hours they will be spending at the Centre.

During the visit the Supervisor will:

- Give the student or volunteer times / hours and dates of the placement.
- Give the student a student package.
- Take the student or volunteer on a tour of the Centre.
- Introduce the student or volunteer to educators and their Room Leaders.

Work Experience Students and Volunteers will:

- Inform the Student Supervisor 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. If this has not happened during the pre-placement visit it will occur on the Student's first day.
- Work different shifts to gain knowledge of different aspects of Centre operations.
- Bring in a photo and a short statement with:
  - Name
  - Time they will be at the Centre
  - What it is they are studying
- Discuss with the Student Supervisor any problems they may be experiencing.
- Conduct 'Staff, Student and Volunteer' induction before commencement at the Centre.

The Room Leader will:

- Discuss progress of written work and performance with the student and volunteer.
- Discuss any issues raised by the student with the Student Supervisor

Fail Procedure

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

- Room Leader will alert the Student Supervisor of any concerns with the student.
- Both the Student Supervisor and the Room Leader will discuss these issues with the Student.
- The Student Supervisor will arrange for the students teacher to visit the Centre and discuss issues that have arisen.
- The student's education institution will ultimately determine 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.
- Shows a lack of regard for the Centre and fails to notify the Centre if unable to attend.
- Is observed using inappropriate behaviour/language 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.

Sources

Education and Care Services National Regulations 2011
National Quality Standards
Early Years Learning Framework
Occupational Health and Safety Act 2004
Fair Work Act 2009
Child Safe Standards

Review

The policy will be reviewed annually. The review will be conducted by:

- Management
- Employees
- Families
- Interested Parties

Last reviewed: 7 August 2024
Date for next review: August 2025