

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.

The centre supports participation of work experience students and volunteers wanting to develop professional skills in knowledge in their effort to become Early Childhood Professionals. To ensure a professional and pleasurable learning experience, students and volunteers MUST follow all Policies and Procedures at the centre, and will be encouraged to participate in the centre's daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

*Management/Nominated Supervisor/ Certified Supervisor will:*

- Appoint an educator to be the 'Student Supervisor/mentor,' 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.
- Negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.
- Advise students or volunteer to bring in a poster with a photo outlining the reason for their placement.
- Inform families, children, and Educators when work experience students and volunteers are present at the Centre, including their role and hours they will be spending at the Centre.
- Ensure Work Placement Students or Volunteers are never left on their own 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.
- Show the student or volunteer where they can access the Centre's policies.
- 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 educators 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.

#### *Work Experience Students and Volunteers will:*

- 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 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.
- Keep up to date with all written work requirements.
- Work a variety of shifts to gain knowledge of different aspects of Centre operations.
- 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 the Student Supervisor.
- Adhere to all policies and procedures.
- Never remove a child from direct staff supervision.

#### **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 so that they will receive information regarding the following centre policies:
  - a) Child protection
  - b) Record Keeping and Confidentiality
  - c) Complaints

#### **Students at risk:**

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

1. Room Leader will alert the Student Supervisor of any concerns with the student.
2. Both the Student Supervisor and the Room Leader will discuss concerns with the Student.
3. The Student Supervisor will arrange for the student's teacher 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
  - Is observed using repeated inappropriate behaviour at the Centre.
  - Does not comply with all policies and procedures
  - Does not provide the photo with an introduction on commencement.
  - Does not keep up to date with their work placement tasks.



**Source:** Early Years Learning Framework, Education and Care Services National Regulations, Dealing with Employee Work-related Concerns and Grievances Policy and Guidelines: NSW DPC, Fair Work Act. Fair Work Commission: Anti-bullying jurisdiction, National Quality Standards, Preventing and Responding to Workplace Bullying: Safe Work, Australia Draft Code of Practice, Revised National Quality Standards, Work Health and Safety Act, 2011.

**Date Implemented:** 14/12/2018

**Review Completed:** 14/12/2018

**Schedule for Review:** 14/12/2019

<b>National Quality Standard – NQS</b>		
<b>Quality Area 7: Leadership and service management</b>		
7.1	<b>Governance</b>	Governance supports the operation of a quality service
7.1.1	<b>Service philosophy and purposes</b>	A statement of philosophy guides all aspects of the service’s operations
7.1.2	<b>Management Systems</b>	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	<b>Roles and Responsibilities</b>	Roles and responsibilities are clearly defines, and understood and support effective decision making and operation of the service
7.2	<b>Leadership</b>	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.2	<b>Educational leadership</b>	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle
7.2.3	<b>Development of professionals</b>	Educators, co-ordinations and staff members’ performance is regularly evaluated and individual plans are in place to support learning and development.
<b>Education and Care Service National Regulations</b>		
120	Educators who are under the age of 18 to be supervised	
145	Staff Records	
149	Volunteers and Students	
168	Education and care service must have policies and procedures	

