STUDENT AND VOLUNTEER POLICY

Our service values the participation of students and volunteers. Having students and volunteers within the service helps to inform the community about our program and the value of the work we do. Students and volunteers are welcomed into the service; however, the children's care and safety are always our first priority.

National Quality Standard (NQS)

Quality Area 7: Governance and Leadership		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined, and understood and support effective decision making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2	Educational leadership	The Educational Leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

RELATED POLICIES

Educational Program Policy
Service Values
Supervision Policy
Code of Conduct Policy
Governance Policy
Service Philosophy
Health & Safety Policy
Work Health & Safety Policy
Staffing Arrangements Policy
Privacy & Confidentiality Policy

PURPOSE

Our service supports participation by 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 our service daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

SCOPE

This policy applies to children, families, educators, staff, students, volunteers and visitors of the service.

IMPLEMENTATION

The Approved Provider / Nominated Supervisor / Responsible Person will:

- Appoint an educator to be the 'Student Supervisor/Mentor' for the duration of the placement.
- Conduct an orientation, taking the student or volunteer on a tour of the service, showing emergency exits, staff room and bathroom facilities, children's rooms and discussing service policies and procedures.
- Show the student or volunteer where and/or how they can access the service policies.
- Provide the student or volunteer with a "Student & Volunteer Orientation Package".
- Negotiate with the student or volunteer the times/hours to be worked and the dates of placement.
- Advise student or volunteer to bring in a poster with a photo outlining the reason for their placement to be displayed for families.
- Inform children, families, educators and staff when work experience students and volunteers are present at the service, including their role and the hours they will be spending at the service.
- 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.
- Provide the student or volunteer with a Staff Record to be completed recording their full name, address, date of birth and the date and hours of participation within the service.
- Assist the student or volunteer to complete a Student & Volunteer Acknowledgement Checklist.
- 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 students and volunteers along with their practicum teachers about their performance.
- Support all students and volunteers work experience needs during their placement.
- Work as a team reflecting on appropriate skills and knowledge with each student and volunteer.
- Ensure all educators and staff are provided with relevant information about tasks which the student is required to complete in the service 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 and volunteers to seek help and advice when required.
- Be a positive role model, showing appropriate behaviour and conducting themselves in a professional manner at all times.
- Guide students and volunteers throughout the day.
- Make students and volunteers feel welcome and valued members 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 a student with the Student Supervisor.
- Ensure students or volunteers are directly supervised at all times during children's nappy change and toileting routines.
- Encourage students and volunteers to use their initiative.
- Ensure the student or volunteer remains up to date with their assessment tasks which are required to be completed during their placement.
- Discuss any concerns about student or volunteer behaviour with the Nominated Supervisor or Approved Provider.
- Never leave a student or volunteer 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 service.
- 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 service operations.
- Bring in a poster introducing themselves that will include:
    - Name
    - Photo
    - Course they are studying
    - RTO/University they are studying with
    - Dates and the times they will be at the service
    - 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 Service policies including:
    - Child Protection Policy
    - Privacy & Confidentiality Policy
    - Grievance Policy

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 Service 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 Service if they will not be attending the Service.
- Is observed using repeated inappropriate behaviour at the Service.
- Does not comply with all policies and procedures addressed in the Student & Volunteer Orientation Package.
- Does not provide the photo with an introduction upon commencement.
- Does not keep up to date with their work placement tasks.

SOURCES:

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 Standard
Preventing and Responding to Workplace Bullying: Safe Work Australia Draft Code of Practice
Revised National Quality Standards
Work Health and Safety Act

Review

Policy Reviewed	October 2018	Next Review Date	October 2019
Modifications	• References corrected, added &/or updated. • Sources/references alphabetised. • Additional information added to points. • Rearranged the order of points for better flow. • Minor formatting (line spacing & paragraph spacing) for consistency.		

Policy Reviewed	Previous Modifications	Next Review Date
August 2017	• Changes made to ensure student/volunteer compliance	October 2018
October 2017	• Updated references to comply with the revised National Quality Standard	October 2018