

# STUDENT AND VOLUNTEER POLICY



|                        |  |
|------------------------|--|
| <b>Quality Area 7:</b> | <b>Leadership and service management</b>   |
| <b>7.1</b>             | <b>Effective leadership promotes a positive organisational culture and builds a professional learning community.</b> |
| <b>7.2</b>             | <b>There is a commitment to continuous improvement</b>   |
| <b>7.3</b>             | <b>Administrative systems enable the effective management of a quality Service.</b>                                  |

## STUDENT AND VOLUNTEER INFORMATION

Having students and voluntary workers within the Service helps to inform the community about our program and the value of the work we do. It is also a way of obtaining feedback and new ideas. Students and voluntary workers are welcomed to the Service however the children's care and safety are our first priority.

### PURPOSE

The service 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 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.

### SCOPE

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

### Nominated Supervisor will:

- Appoint an educator to be the 'Student Supervisor,' for the duration of the placement and will assemble an orientation for the student or volunteer, informing Families, Children and Educators when Work Experience Students and Volunteers are present at the service, including their role and 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 do not discuss concerns, issues or complaints with parents, guardians and/or visitors
- Discuss the student or volunteer times/hours and dates of the placement.
- Give the student a Work Placement Orientation Package
- Take the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities
- Introduce the student or volunteer to educators.
- Go through with the student or volunteer completing the Checklist
- Show the student or volunteer where they can access the Service policies
- Complete a confidentiality agreement prior to commencing their placement.

Student and Volunteer Policy

Policy Number: QA7-008

Date Reviewed: Sept 2016

Reviewed By: M. Committee

Woodlupine Family Centre 3 year old Kindy, 88 Hale Road Forrestfield WA 6058

Page 1 of 3

Please note that hard copies are uncontrolled documents and may not be current. Check with Centre for current policies.

# STUDENT AND VOLUNTEER POLICY



- 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.
- Will liaise with learning institutions and accept suitable student placements at the coordination unit office under the institutions supervision
- will assist learning institutions to place suitable students with individual Educators

## **Educators will:**

- Preserve open communication with Work Experience Students and Volunteers along with their practicum teachers about their performance.
- Support all students and volunteers undertaking work experience needs during their placement.
- Work as a team deliberating 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 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 to ask seek help and advice.
- 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 Lead Educator will:**

- Discuss involvement of written work and performance with the student and volunteer.
- Discuss any concerns raised by the student with the Student Supervisor.
- Ensure students or volunteers are directly supervised at all times.
- Encourage students to use their initiative

## **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 employed when working in a team environment.
- Learn expectation assimilated by 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.

# STUDENT AND VOLUNTEER POLICY



- Keep up to date with all written work requirements
- Work a variety of shifts to gain knowledge of different aspects of Service operations.
- Discuss with the Student Supervisor any problems they may be experiencing.

## Probity Checks

- All students will supply placement details of co-ordinator and school or RTO and insurance to the Nominated Supervisor
- Students will complete a Working with Children check (where applicable)

## Students at risk

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

1. Educator will alert the Student Supervisor of any concerns with the student.
2. Both the Student Supervisor and the Educator 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 package
- Does not keep up to date with their work placement tasks.