



STUDENT AND VOLUNTARY WORKERS POLICY

Kingsbury Primary School OSHC values the participation of students and volunteers. We believe that a placement for a student or volunteer at our program is a valuable opportunity to learn about working within the childcare and education setting whilst gaining practical experience. Equally, we appreciate the positive contribution that such committed and enthusiastic people can bring to our service. Students and voluntary workers are welcome at the Service: However, the children's care and safety are 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's 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 defines, 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, co-ordinations and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS

120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

PURPOSE

Our Service supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in their effort to become professionals in the field of childcare and education. 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 Service'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.

IMPLEMENTATION

The Coordinator will:

- Appoint themselves or a suitable 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 Service, showing emergency exits and bathroom facilities.
- Negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.
- Advise students or volunteers 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 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 adults 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 the Educators at the Service.
- Ensure the student has signed a confidentiality agreement prior to commencing their placement.
- Discuss, where appropriate, 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.

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

Educators will:

- Support all students' 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.
- 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 routines and activities.
- Make the student or volunteer feel welcome and a valued member of the team.

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.
- 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.
- 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 Service
 - The focus of their study.
- Discuss any problems the student may be experiencing with the Coordinator.
- Adhere to all policies and procedures.
- Never remove a child from direct staff supervision.

Probity Checks:

- All students will supply identity details to the Coordinator.
- 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 service policies:
 - Child protection
 - Record Keeping and Confidentiality
 - Complaints

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 Supervisor of any concerns regarding 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.
- Does not adhere to starting times or break times.
- Is observed using repeated inappropriate behaviour at the Service.
- 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.

SOURCE

Early Years Learning Framework.

Education and Care Services National Regulations.

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.

REVIEW

Date Reviewed	Modifications	Next Policy Review Date
November 2018	Ratified by the Kingsbury Primary School Council on 15/11/18.	November 2019
December 2019	No changes.	December 2020