



<b>POLICY:</b>	<b>STUDENTS and VOLUNTEERS</b>
<b>7.11</b>	

### 1. Policy Objective:

To provide meaningful experiences for early childhood students and volunteers, under the supervision of staff.

### 2. Explanation:

All students and volunteers are welcome at the Service under prescribed circumstances, to allow them to consolidate their learning and practical skills in a quality environment. Students/volunteers are always fully supervised and never counted as part of the staff ratio or left in charge of children.

### 3. Implementation:

- 3.1 Student placements will be organised with the relevant training authority (TAFE, University, School) and a Work Placement Agreement will be signed by the student (or guardian), the Service and the training provider.
- 3.2 Students and volunteers will make contact with the Service PRIOR to commencing their placement and organise an Induction Session with the Service Leader.
- 3.3 Students and volunteers must hold a positive 'Suitability Card' from Blue Card Services. A copy of this card must be supplied to the Service.
- 3.4 At the Induction Session, the student/volunteer will be given information about the Service and asked to complete a *Students/Volunteers Details Form – (S&V.001)*. A short tour of the Service will be given and the student/volunteer allocated to 'work' with a particular group within the centre/service. The student/volunteer will be allocated suitable days, times and duties within the Service.
- 3.5 Students/volunteers are to sign in and out each day on their individual sheet. This will record their days and hours at the Service.
- 3.6 Students and Volunteers are to read and abide by all Service Policies and Procedures.
- 3.7 Students/volunteers may not exchange information with parents/guardians about a child's development. All such enquiries are to be referred to the Teacher/Lead Educator.
- 3.8 Students /volunteers must follow the directions of Service staff.
- 3.9 Students must discuss their practicum requirements with the Teacher/Lead Educator at the beginning of their placements. Teacher/Lead Educator must give their approval for all experiences planned by the student.
- 3.10 Parental permission must be obtained prior to any observations being commenced *Parent/guardian Approval for Observation of Child (S&V.002)*. Information must be kept in a private and confidential way. No identifying references are to be made outside of the Service.
- 3.11 Student/volunteer is required to wear a name badge whilst in the Service.
- 3.12 Student/volunteer is required to abide by the QLECS Dress Code.
- 3.13 Student/volunteer is to place an introductory poster, containing a photograph of themselves on a notice board, to inform parents/guardians of their role in the Service.
- 3.14 If a group of students wish to tour the centre with their tutor/teacher, prior arrangements, in writing, must be made with the Service Leader. A senior member of the Service staff will conduct all tours.
- 3.15 Consideration must be given to children's needs, health and safety issues, purpose of the visit, length of the tour and staff needs, before any approval for a tour is given.
- 3.16 Service staff are to be informed of student placements, volunteers and tours.

**Evaluation:**

This policy will be reviewed and updated (if needed), at least annually, by the Early Childhood Team, following input from all stakeholders.

**Associated Documents:**

All associated documents can be found in the Students and Volunteers section of the QLECS Forms and Documents

**Related Policies:**

- 7.01 Confidentiality and Record Keeping
- 7.05 Legal Issues and Obligations

**References:****Legislation:**

Education and Care Services National Law 2011: Section 169 Standard: 4.2.1  
Education and Care Services National Regulations 2011: Regulation 168 (2) (i)  
Work, Health and Safety Act 2011  
Privacy Act 1988; Privacy Regulation 2013

**Websites:**

[www.acecqa.gov.au](http://www.acecqa.gov.au)

[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)