

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Volunteers and Students on Practical Placement

Policy: The wellbeing of each child is the highest priority in the Early Learning Centre. Avenue Neighbourhood House @ Eley (ANH@E) Early Learning Centre will provide opportunities for students and volunteers to participate in practical placements, while ensuring the children's health, safety and wellbeing is protected at all times.

Relevant Legislation and Standards:

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Regulations (regulation 168)
- Education and Care Services National Law Act 2010 (section 169)
- National Quality Standard 4.2
- Equal Opportunity Act 2010 (Vic)
- Fair Work Act 2009 (Cth)
- Occupational Health and Safety Act 2004 (Vic)
- Working with Children Act 2005 (Vic)
- Information Privacy Act 2000 (Vic)

Code of Practice:

For volunteer and or student practical placement, ANH@E is responsible for

- accepting or rejecting a potential students/volunteers based placement based on the circumstances of the service at the time, in consultation with the Nominated Supervisor.
- signing and return practical placement agreement forms.
- ensuring that in its dealings with the student/volunteer and at all times during the placement that it complies with all laws and the requirements of any governmental authority or other authority having jurisdiction over the Employer, including but not limited to the Occupational Health and Safety Act 2004 (Vic), Equal Opportunity Act 2010 (Vic) and Information Privacy Act 2000 (Vic).
- ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are complied with at all times (Regulations 123, 355, 360).
- ensuring that, where required, the Working with Children (WWC) Check has been read/sighted prior to the volunteer's commencement at the service.
- ensuring that the student/volunteer record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation and details of the Working with Children (WWC) Check (Regulations 145, 147, 149).
- ensuring that volunteers/students are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- ensuring that volunteers/students are not left with sole supervision of individual children or groups of children.
- providing volunteers/students with access to all service policies and procedures, and a copy of the *Education and Care Services National Regulations 2011*.
- ensuring that volunteers/students comply with the National Regulations and all service policies and procedures, including the *Code of Conduct Policy*, while attending the service.

- completing an induction checklist with volunteers/students attending the service to explain the expectations of the employer regarding performance of tasks, standards of work, hours of work, Occupational Health and Safety requirements and any other relevant details, prior to commencement.
- informing clients and staff as to the role of the student while undertaking placement.
- supporting the student's work on a day to day basis.
- notifying the relevant education service if it is felt that the student is not complying with the general rules of the employer, or not making satisfactory progress.
- notifying the education service if the student is absent or late.
- verifying student attendance records.
- completing any reports on the individual performance/competence.
- communicating with any third parties regarding the individuals placement.

Volunteers and students, while on practical placement at ANH@E, are responsible for:

- completing and signing a practical placement agreement (normally supplied by the relevant education service).
- ensuring they have provided all details required to complete the practical placement.
- undertaking a Working with Children (WWC) Check and presenting a current WWC Check card or other notification, as applicable (not applicable if under 18 years of age)
- understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service.
- complying with the requirements of the *Education and Care Services National Regulations 2011* and with all service policies and procedures, including the *Code of Conduct Policy*, while at the service.
- undertaking the induction process prior to commencement at the service.
- following the directions of staff at the service at all times to ensure that the health, safety and wellbeing of children is protected.
- working within the employer's structure, meet the employer's standards, policies and procedures.
- working within the hours identified on the practical placement agreement form.
- conforming to the employers hours and arrangements.
- being aware of and adhering to ethical standards.
- informing the Avenue Neighbourhood House contact if they are absent.
- actively participating in the professional learning process.
- being aware they are under the direction of the nominated workplace supervisor, in so far as the direction is compatible with their level of skill and knowledge.
- being aware that they are a student and not an extra staff member.
- notifying Avenue Neighbourhood House/and or their education service if there are difficulties with the placement.

This policy was created in June 2017 and will be reviewed again in June 2019.

This policy will be reviewed bi annually unless there are any regulatory or legislative requirements and/or any feedback from staff, parents and the community.