



STUDENT POLICY

Associated Policies: Confidentiality/Privacy & Record Management
Code of Conduct

Original: 21/7/2006

Reviewed: 16/06/2014

Revised:

Next Review Due: June

2017

Legislation: Education & Care Services National Law Act (2010)
Education & Care Services National Regulation (149)
Occupational Health and Safety Act 2004 (Victoria)
Early Childhood Australia Inc. Code of Ethics

National Quality Standards
Standard 4.2 - Educators, co-ordinators and staff
members are respectful and ethical.

Standard 7.1 - Effective leadership promotes a positive
organisational culture and builds a professional learning
community.

Location/Ownership: POLICY MANUAL - STAFFING

POLICY STATEMENT:

Beechworth Community Child Care Centre believes that providing placements for students not only assists the student in gaining skills, knowledge and professional work ethic but also enhances the Centre and the childcare industry as a whole by role-modelling, building and sharing professional and quality childcare practices.

Our centre welcomes students who are completing their Certificate III, Diploma of Children's Services or a recognised Early Childhood Degree.

CONSIDERATIONS:

- Philosophy - Provision of an educational setting for students to learn, develop and gain skills relevant to the Child Care industry. To ensure skill and experience sharing between students and educators to promote and maintain quality care for children.
- Children's needs - Consistent service standards and methods of educators, and educators with the knowledge to provide appropriate programs and routines.
- Parents needs - Provision of programs that ensures children's health, safety and educational needs and developmentally appropriate programs.
- Staff needs - To provide an educational experience to dedicated students who are willing to listen, learn and show initiative.
- Management needs - To enhance the work experience of students, and encourage positive and engaging learning, with a longer term view of continued commitment and quality education and care provision in this work place and the wider child care sector.

PROCEDURE:

1. Prior to Start of Placement

- The student is expected to visit the centre to introduce themselves to centre staff and gather relevant information to commence the placement;
- The service will provide a Student Volunteer booklet to help orientate the student;
- The student is to read and sign the Code of Conduct for Students and Volunteers;
- The student will provide a current Working With Children Check before beginning the placement.

2. Student Responsibilities During Placement

- To provide a notice for the room door advising parents of the placement and the training organisation;
- To provide the Centre/supervisor with a copy of required tasks and the assessment triad booklet and to develop an action plan for carrying out the tasks;
- To work within the routine and timetable for the allocated room;
- To sign the Centre sign-in register at the beginning and end of shift to register their attendance and to indicate their presence for emergency / evacuation purposes.
- To work within the guidelines of the Code of Ethics, and protect the confidentiality and privacy of children / families and the Centre business;
- To communicate with the supervisor/coordinator if they are having difficulties, conflicts, or illness;
- Contact the Centre and training organisation if they are away from placement.

3. Centre Responsibilities During Placement

- Provide the student information relevant to the placement;
- Allocate a qualified staff member as supervising caregiver;
- Answer queries and questions in a timely manner;
- Assist the student where possible to complete tasks;
- Allow planning time to maintain written tasks. This will be negotiated with Coordinator/supervisor;
- Provide adequate time for participation in the assessment process by the training organisation and the supervisor;
- Provide modelling of professional and quality childcare practices;
- To give objective feedback to the student to assist with their development as an Early Childhood Worker.

3.1 Supervision of students

As per the Education and Care Services Regulations, the Centre will ensure the student is adequately supervised at all times. The student is not to be left on their own with children, and if this occurs the student must advise the Coordinator immediately.

4. Requirements of the Student

- To be open and use positive communication with children, staff and families
- To follow the guidelines in the Code of Ethics.
- To follow the Centre's philosophy, policies and procedures.
- To show initiative and actively participate in the Centre and its routines.

5. Requirements of the Centre:

- To be open, honest, objective and use positive communication with the student;
- To follow the guidelines of the code of Ethics;
- To provide modelling that shows quality childcare practices;
- To assist the student to complete tasks, learn new skills and gain knowledge of Early Childhood practices and philosophy;
- To communicate with the student and the training organisation if difficulties or problems occur.

6. Requirements of the training organisation:

- To assist the student to complete the placement;
- To answer queries in a timely manner to the student and to the Centre;
- To respond quickly to problems or difficulties the Centre may have concerning the student.

7. Record Keeping

As per the Education & Care Services Regulations, student details will be recorded in staff records including:

- full name, address and date of birth;
- emergency contact details;
- copy of a current Working With Children Check;
- the date and hours each day the student participates in the Centre.

8. References

- Sutherland Street Childcare Centre website - sutherlandstreet.com.au/wp-content/uploads/2013/02/Student-and-Volunteer-Policy.doc (accessed 16/6/14) Policy No. 33 Student and Volunteer Policy

- Community Child Care Website - http://www.cccinc.org.au/docs/resource-sheet_working-with-students-and-volunteers.pdf (accessed 16/6/14).