

EDUCATORS - STUDENTS AND VOLUNTEERS

POLICY

The Centre has a commitment to providing valuable first-hand experience in the profession of early childhood education. Students are generally referred by schools or training agencies and the Director will offer placements on the basis of availability and the appropriateness of the student to a particular room. The duration of the placement will be agreed upon, and the agency will provide all necessary paperwork. The centre will accept no responsibility for Work cover insurance beyond providing a safe workplace, and including WHS as part of the student induction.

Volunteers are welcomed by the Centre as a means of connecting the Centre and the children in care with the local community. Volunteers may come on a long-term regular basis, or may offer a particular activity e.g. music, dance as a one off (WWCC are not required for short duration volunteers, but they must be under Educator supervision at all times)

PROCEDURE

1. All students and volunteers will be given a copy of the Centre's Student handbook and a brief induction covering centre expectations for their conduct during the placement. The student/volunteer will be informed about WH&S provision, confidentiality, access to materials and policies. The handbook contains the Code of Conduct and the Centre philosophy.
2. Students will be expected to work a 7 hour day, unless otherwise agreed. Volunteers must arrange time, purpose and duration of their activities with the Director and Room Leader. Lunch/tea breaks are taken in accordance with Centre operations.
3. The Director will ensure that all relevant paperwork is completed at the commencement of the placement, and all students/volunteers will be provided with a copy of the Student Handbook. They will be expected to familiarise themselves with the Centre's expectations, and implement them.
4. Students/volunteers are expected to act in a professional manner at all times whilst at the Centre or representing the Centre, and comply with confidentiality expectations.
5. If the student/volunteer fails to comply with the Centre's expectations in any respect, the Director will discuss the issues with the student/volunteer and if a satisfactory resolution is not reached may terminate the placement. In the case of students, the relevant course supervisor would be contacted.
6. Students should sign in/out on the student attendance sheet in the staff room in the staff timesheet folder. Volunteers should sign in on the Visitor sign in sheet in the foyer.
7. Regular volunteers over the age of 18 years will be required to have a Volunteer (or Employee) Working with Children Check