

TITLE:	Student and Volunteer Policy and Guidelines
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Related documentation	<p>Confidentiality Policy Child Protection Policy Authorisations and Refusals Policy Code of Conduct Visitors Policy</p> <p>National Regulations: Clauses 77(3), 82 (2), 83 (3), 155, 165,166, 170, 182 NQS QA 2, QA 5</p> <p>The Education and Care Services National Regulation 2011</p> <p>Office of the Children’s Guardian http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check</p>
Policy/policies	
Regulation/s/ Standards	
Other procedures	
References:	
Date effective	July 2016
Date for review	July 2018
Purpose	Armidale & District Family Day Care welcomes and encourages Student and Volunteer participation. The Service recognises the contribution that Students and Volunteers can make to the Service, to Educators and to children in education and care. This policy outlines guidelines for Students and the role of educators in Student placement.
Responsibility	Educators, Students and Staff

Key information:

- ***Volunteers and Students are responsible for adhering to the Student and Volunteer Policy, whilst at the Coordination Unit, at Play session or in an Educator's Service.***
- ***The Coordination Unit and the Educator share joint responsibility for supervising the Student or Volunteer and the Educator is responsible for maintaining his/her education and care environment according to National and Service Standards throughout the Student or Volunteer's work placement.***

- ***Students and Volunteers above the age of 18 years, must provide a Working with Children Check clearance number.***

Procedures

1. Confidentiality:

Students and Volunteers are reminded that information concerning Educators, Educators' families, children and children's families or staff **must not** be discussed outside the Educator's Service or the Coordination Unit.

Written documentation must refer to the children's and Educator 's first names only. Photographs may only be taken with family and Educator permission.

All students/volunteers must sign a confidentiality agreement.

2. Regulations and Policies:

Educators, students and volunteers are bound by The Education and Care Services National Regulations and Standards. These Regulations cover a wide range of responsibilities and compliances. Educators also abide by a Service Code of Conduct.

All Educators have a copy of the Regulations, The Standards, Service Polices and Learning Frameworks available in their Service for Students and Volunteers to refer to. All interactions with children in education and care shall be in accordance with National Regulations, Standards and Service Policies.

3. Supervision:

Educators must take all reasonable steps to ensure that Students and Volunteers are not left alone with an individual child or a group of children.

As a safety precaution, the Student or Volunteer must not walk around whilst carrying a baby or young child.

4. Nutrition and Hygiene:

Young children in education and care may have allergies. Students and Volunteers are advised to check with the Educator or a Coordination Unit Staff member before offering food or drink to a child. Students or Volunteers must ensure children do not share food or drink with each other or with an adult. Gloves or tongs must be used to ensure safe food handling. Students or Volunteers must ensure they practice regular, thorough hand washing. They are advised to refer to the hand washing chart on display in the Educator's Service.

Students or Volunteers are permitted to toilet a child or to change a child's nappy under supervision.

5. Behaviour Guidance:

It is the Educator's sole responsibility to manage a child's behaviour. If a Student or Volunteer has concerns about a child displaying difficult behaviour they should discuss this concern with the Educator at an appropriate time and not in the child's presence. There may be underlying reasons for the behaviour or there may be behaviour guidance strategies already in place. **The dignity of every child is to be respected. No child may be smacked, isolated, made immobile, frightened or humiliated.**

Students or Volunteers need to use children's names when addressing them. Swearing and or shouting at children will not be tolerated.

6. Before Placement can begin:

Students and Volunteers need to meet with the mentoring Educator before the placement occurs. The Educator will discuss confidentiality, Regulations and Standards, behaviour guidance and service expectations with the Student or Volunteer.

Families enrolled with the Educator need to be advised of the upcoming placement and they will need to sign an acknowledgment of this advice. The Educator will discuss the role of the Student or Volunteer and details of their placement with families.

Students and Volunteers will be provided with a copy of this policy.

Students/volunteers must provide their WWCC clearance number and sign confidentiality agreement.

7. What the placement involves - Our expectations:

- The student or volunteer will interact calmly and personally with the children.
- The student or volunteer will contribute to the children's engagement and learning e.g. accepting invitations to join children's play, reading stories.
- A Coordinator will visit the Student or Volunteer on behalf of the Service to monitor how the placement is progressing.
- The student or volunteer will interact calmly and personally with the children.
- The student or volunteer will contribute to the children's engagement and learning e.g. accepting invitations to join children's play, reading stories.

- A Coordinator will visit the Student or Volunteer on behalf of the Service to monitor how the placement is progressing. The Educator shall keep a record of the days and times the Student or Volunteer attends in the Visitor's Book or Register. A Student or Volunteer who is unable to attend their placement for any reason or who is going to be late, needs to contact the Educator. If they can't contact the Educator they need to inform the Coordination Unit on 6772 5300. Students and Volunteers are asked to dress appropriately for work with young children i.e. clean and neat casual clothes, covered in shoes and no excessive jewellery.
- If any concerns arise, Students or Volunteers are encouraged to discuss them with the Educator, with the Nominated Supervisor or visiting Co-ordinator.
- Students and Volunteers are encouraged to use their initiative and common sense, to stay within the guidelines of the Regulations, Standards and Policies and to be discreet e.g. If the Educator is discussing an issue with a family, the Student or Volunteer should move to another part of the room while this takes place.
- Whilst on placement the Student or Volunteer is deemed to be "at work" . therefore, personal phone calls (unless urgent) are not considered appropriate.
- Smoking either indoors or outdoors is not permitted
- Alcohol consumption prior to attendance (or during attendance) is in breach of the Education and Care Services National Regulations and Standards as well as Service Policy.