

PARTICIPATION OF VOLUNTEERS AND STUDENTS ON PRACTICUM PLACEMENTS POLICY 2020

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.1	Service philosophy and purposes	A statement of philosophy guides all aspects of the service's operations.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
7.2.3	Development of professionals	Educators, co-ordinations and staff members' performance is regularly evaluated and individual plans are in place to support learning and development.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
120	Educators who are under the age of 18 to be supervised
145	Staff Records
149	Volunteers and Students
168	Policies and Procedures

Purpose

Montessori Works supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. Our purpose is to value volunteer participation as a connection to our local community and exposure to a range of people and experiences. Any volunteers on premises must follow policy and procedure at all times and all educators/staff on premises will ensure that any volunteers who enter the service are fit and proper to be working with children before commencing.

Responsibilities for the Approved Provider

Ensure the service is operates in line with the Children (Education and Care Services National Law Application) Act 2010 and Early Childhood Education and Care National Regulations 2011 with regard to the delivery and collection of children at all times.

- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health, safety and wellbeing of children at the service is protected.
- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of a children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.
- Ensuring that the staff 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 Check (**National Regulation 149**).
- Conduct an orientation for the student or volunteer including taking the student or volunteer on a tour of the Service, showing emergency exits, staff room and bathroom facilities.

- Provide the volunteer/ student with a Work Placement Orientation Package.
- Negotiate with the student or volunteer the hours to be worked, and dates of the placement.
- Ensure the student has signed a confidentiality agreement prior to commencing their placement.
- Discuss any relevant important information about specific children to the student or volunteer.

Responsibilities of the Nominated Supervisor

- Provide supervision, guidance and advice to ensure adherence to the policy at the times.
- Ensuring that volunteers/students and parents/guardians are adequately supervised at all times and that the health and safety and wellbeing of children at the service are protected.
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- Ensuring that volunteers/students and parents/guardians are not left with sole supervision of individual children of group of children.
- Providing volunteers/students and parent/guardians with access to all service policies and procedures.
- Ensuring that volunteers/students and parents/guardians comply with the national Regulations and all service policies and procedures.
- Inform families, children, and Educators when work experience students and volunteers are present at the Service, including their role and hours they will be spending at the Service.
- Ensure students are aware that they must not discuss concerns, issues or complaints with parents, guardians and/or visitors.
- Introduce the student or volunteer to educators and their Room Leader.
- Assist the student or volunteer to complete the Educator Acknowledgement Checklist.

Responsibilities of the Educators

- Have open communication with work experience student and volunteers along with their practicum teachers.
- Support students and volunteers with the needs of their placement wherever necessary. Share any knowledge or experience necessary for their placement. Offer feedback wherever necessary being respectful and honest at all times.
- Complying with the requirements that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected.
- Never put volunteers or students in a compromising situation that could jeopardise their qualification or put the service in a breach.
- Complying with the requirements that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
- Enabling parents/guardians of children attending the service premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and/or staff.
- Encouraging the participation and involvement of parents/guardians at the service.
- Ensure all educators are provided with relevant information about tasks the student is required to complete in the service as part of their practicum
- Guide the students throughout the day.
- Make the student or volunteer feel welcome and a valued member of the team.

Responsibilities of the Student/Volunteer

- Show enjoyment in engaging with the children
- Understanding and acknowledging the requirement for confidentiality of all information relating to staff and families within the service.
- Complying with the requirements of the education and care service national regulations 2011 and with all service policies and procedures, including the code of conduct policy, while at the service.
- Undertaking the induction process and completing the induction checklist 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.
- All volunteers who come to work at the service must apply for a working with children check prior to commencing at the service.
- Learn about the children through interaction and practical experience.
- Develop the skills and knowledge needed to care for and educate children.
- Learn strategies for working in a team environment.
- Discuss any problems the student may be experiencing with the Student Supervisor.
- Adhere to all policies and procedures.
- Never remove a child from direct staff supervision.

Responsibilities of the Family

- Complying with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending 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.

Termination

Termination of student's placement will occur if the student:

- Harms a child in their care.
- Is under the influence of drugs or alcohol.
- Fails to notify the Service if they will not be attending the Service.
- Does not adhere to starting times or break times.
- Is observed using repeated inappropriate behaviour at the Service.
- Does not comply with all policies and procedures addressed in the student package.

Related Statutory Obligations & Considerations

Australian Children's Education & Care Quality Authority (ACECQA)	https://www.acecqa.gov.au/
Children (Education and Care Services) National Law (NSW) 104a	https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full
Child Protection (Working with Children) Act NSW	https://www.legislation.nsw.gov.au/#/view/act/2012/51

Education and Care Services National Regulations	https://www.legislation.nsw.gov.au/#/view/regulation/2011/653
NSW Office of the Children's Guardian	www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check

Amendment History

Version	Amendment	Date
002	Additional Points Added NQS & Regulations Added Related Policies Added	October 2019

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.

Date: March 2020

Version: 002

Last Amended By: Susan Chahwan

Next Review: 2021

Position: Approved Provider