



P7-20: Students and Volunteers Policy

QDPA values the participation of students and volunteers. Having students and voluntary workers within the Preschools helps to inform the community about our program and the value of the work we do. Students and voluntary workers are welcome at our Preschools; however, the children’s care and safety are our first priority.

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
170	Policies and procedures to be followed



172	Notification of change to policies or procedures
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RELATED POLICIES

Bullying, Discrimination and Harassment Policy	Interactions with Children, Families and Staff Policy
Code of Conduct Policy	Privacy and Confidentiality Policy
Child Protection Policy	Respect for Children Policy
Child Safe Environment Policy	Staffing Arrangements Policy
Dealing with Complaints Policy	Supervision Policy
Family Communication Policy	Work, Health and Safety Policy

PURPOSE

The Association supports participation of work placement students (including work experience students) and volunteers wanting to develop professional skills and knowledge in their effort to become Early Childhood Professionals. We aim to build relationships with community members, providing appropriate learning opportunities for students and volunteers to contribute to our program. To ensure a professional and pleasurable learning experience, students and volunteers will be encouraged to participate in the centre’s daily routine and assist in accordance with their qualification level to work with children under the National Quality Framework requirements.

SCOPE

This policy applies to children, families, staff, management, Approved Provider, Nominated Supervisor, students, volunteers, and visitors of the Service.

IMPLEMENTATION

We have a strong commitment to provide a range of opportunities for volunteers and students to participate in programs and activities while adhering to clear guidelines regarding appropriate interactions and communication with staff, and other adults and children at the Service.

THE APPROVED PROVIDER/MANAGEMENT/NOMINATED SUPERVISOR/ RESPONSIBLE PERSON WILL:

- ensure the student or volunteer completes a *Student and Volunteer Application Form* prior to commencement of work placement
- appoint an educator to be the Student Supervisor/mentor for the duration of the placement



- 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.
- complete the *Student and Volunteer Induction Checklist* with the student or volunteer
- provide the student/volunteer with a Student and Volunteer Handbook
- negotiate with the student or volunteer the times/hours to be worked, and dates of the placement.
- advise students or volunteer to bring in a poster with a photo introducing themselves and outlining the reason for their placement
- inform families, children, and educators when work experience students and volunteers are present at the Service, including their role and hours they will be attending the Service
- ensure work placement students or volunteers are never left alone with children or included in the ratio of adult to children
- ensure students and volunteers 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 the classroom Teacher/Lead Educator
- show the student or volunteer where they can access the Association policies
- ensure the student or volunteer has signed a confidentiality agreement prior to commencing their placement.
- discuss any relevant important information about specific children to the student or volunteer (i.e. court orders, additional needs, dietary needs) so that the student or volunteer is aware of potential issues
- liaise with learning institutions and accept suitable student placements under the institution's supervision
- assist learning institutions to place suitable students with individual educators
- ensure student's paperwork and insurances are current
- ensure each student or volunteer (over 18) holds a current Working with Children Check prior to commencing their placement
- verify each student or volunteers Working With Children Check
- Request students and volunteers provide an immunisation status

EDUCATORS WILL:

- maintain open communication with work experience students and volunteers along with their practicum teachers about their performance
- support all student's and volunteer's practicum requirements to the best of their ability during the placement
- work as a team sharing appropriate skills and knowledge with each student and volunteer



- ensure all colleagues are provided with relevant information about tasks the student is required to complete in the service as part of their practicum
- be aware of student and volunteer expectations
- have the time and proficiencies to support each student and volunteer in their placement
- encourage students to seek help and advice as required
- be positive role model, showing appropriate behaviour and conduct themselves in a professional manner
- guide the students or volunteer throughout the day
- make the student or volunteer feel welcome and a valued member of the team
- ensure the student or volunteer is not left alone with a child or children.

THE CLASSROOM TEACHER/LEAD EDUCATOR WILL

- discuss the progress of written work and performance with the student or volunteer
- discuss any concerns raised by the student with the Student Supervisor
- ensure students or volunteers are directly supervised at all times during children's nappy change times
- encourage students and volunteers to use their initiative
- ensure the student or volunteer remains up to date with their assessments/tasks to be completed
- discuss concerns with student or volunteer with management
- never leave the student or volunteer alone with a child or children
- provide honest and accurate feedback to the student's training institution supervisor as required

WORK EXPERIENCE STUDENTS AND VOLUNTEERS WILL:

- complete the *Student and Volunteer Application Form* prior to the commencement of work placement
- learn about the children through interaction and practical experience
- develop the skills and knowledge needed to care for and educate children
- learn about the importance of working as part of a team in the Early Childhood profession
- learn strategies for working in a team environment
- learn and accommodate the expectations of qualified educators in the Service
- inform their room leader in writing of what will be expected of them by their training body, University or School, or any other training organisation, and provide time sheets and evaluation forms
- keep up to date with all written work requirements
- work a variety of shifts to gain knowledge of different aspects of the Associations operations
- bring in a poster introducing themselves that will include:



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- Name
 - Photo
 - Course they are studying
 - RTO/university/school they are studying with
 - Dates and times they will be at the Service
 - The focus of their study.
- discuss any problems the student may be experiencing with their supervisor/mentor at the Preschool.
 - adhere to all Association policies and procedures
 - never remove a child from direct staff supervision
 - participate in the induction process and assist to complete the *Student and Volunteer Induction Checklist*

PROBITY CHECKS

- All students and volunteers will supply identity details to the Nominated Supervisor
- All students and volunteers will complete a Working with Children Check
- All students and volunteers will have a meeting with the Nominated Supervisor to receive information regarding the following service policies:
 - Child protection
 - Child Safe Environment
 - Privacy and Confidentiality
 - Dealing with Complaints
 - Work, Health and Safety
 - Code of conduct
 - Safe Transportation
 - Photography
 - Social Media

STUDENTS AT RISK

If educators feel that the student is at risk of failing their practicum, the following steps will be taken:

1. the Classroom Teacher/Lead Educator will alert the student's training institution Supervisor of any concerns regarding the student.
2. both the Student Supervisor and the Classroom Teacher/Lead Educator will discuss concerns with the student.



3. the Classroom Teacher/Lead Educator will arrange for the student's supervisor/assessor to visit the Preschool and discuss concerns that have ascended.
4. the student's educational institution and Nominated Supervisor will govern the outcome of the practicum.

TERMINATION OF STUDENT PRACTICUM OR VOLUNTEER PLACEMENT

Termination of a student's or volunteer's placement will occur if the student or volunteer

- harms or is at risk of harming 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
- does not provide the photo with an introduction on commencement
- does not keep up to date with their work placement tasks
- removes any child or children from the direct supervision of an educator.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Student and Volunteer Policy* will be reviewed on an annual basis in consultation with children, families, staff, educators and management.

SOURCES

Department of Education (2009). *Belonging, being and becoming: The early years learning framework for Australia*.

Education and Care Services National Law Act 2010. (Amended 2018).

Education and Care Services National Regulations. (2011).

Fair Work Act 2009 (Cth).

Fair Work Commission: Anti-bullying jurisdiction.

Guide to the National Quality Framework. (2018). (Amended 2020).

Office of the Director of Equal Opportunity in Public Employment. (1996). [Dealing with employee work-related concerns and grievances: Policy and guidelines:](#)

Revised National Quality Standards. (2018).

Safe Work Australia. (2016). [Guide for preventing and responding to workplace bullying](#)

TAFE NSW [Student responsibilities in work placement](#)

Work Health and Safety Act, 2011.



Version Control	Date	Author	Description of Change
1.0	2018	QDPA	Original document
2.0	Feb 2021	QDPA	<ul style="list-style-type: none">• Document reviewed with change in leadership team in 2021. Additional related regulations & NQS references added. Version control and description box added to clarify reviewed items/new inclusions• Format change to include policy statement, purpose, scope and implementation, addition of footers and page numbering and general layout changes• Additional of appendixes with documents to be used in induction of students to QDPA• Addition of expectations for employees, leaders/management and of the student
3.0	May 2022	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none">• Minor changes only - edits to ensure consistency of student and volunteer throughout policy• additional policies added for student and volunteer checklist
4.0	April 2023	QDPA	<p>Scheduled Review</p> <ul style="list-style-type: none">• hyperlinks checked and repaired as required• minor formatting edits within text• continuous improvement/reflection section added• additional reference to <i>Student and Volunteer Application Form</i>• additional reference to <i>Student and Volunteer Induction Checklist</i>



Appendix 1:

STUDENT AND VOLUNTEER ACKNOWLEDGMENTS CHECKLIST

NAME	
INSTITUTION	
PLACEMENT DATES	

ORIENTATION PACK	INCLUDED
Student/Volunteer Policy	
Student/Volunteer Detail Form	
Working With Children Check Information	
Immunisation status, if required.	
Student and Volunteer Handbook	
Student/Volunteer sign in/sign out register	
Service Statement of Philosophy	

ORIENTATION PACK	DISCUSSED Yes/No
SERVICE	
Student/Volunteer Detail Form	
Working with Children Check Number – WWCC and expiry date recorded	
Introduced to educators	



Shown where & how to sign in/out	
Explained breaks and shown a place to take breaks	
Shown the toilet and bathroom facilities	
Explained hand washing procedure – how and when	
Shown all storerooms and sheds	
Shown around the indoor and outdoor environment	
Shown the meeting point and location of all evacuation procedures	
Shown how to use kitchen appliances. e.g., microwave, oven, kettle etc	
Reinforced dress policy	
Communicated routines and shown where this is displayed in each room	
Gone through student handbook, underlining the Service philosophy and expectations	
Explained qualifications highlighting fundamental duties and responsibilities	
Clarified management structure within the service	
Reinforced the Service’s privacy and confidentiality agreement	
Explained opening and closing procedures	
Shown where copies of the Service Policies are situated for future access and referral	
Explained the role of the NSW regulatory authority	
Explained the Assessment and Rating process and National Quality Standards	
No Smoking In the workplace (Code of Conduct)	
SERVICE POLICIES AND PROCEDURES	
Dealing with Complaints	
Supervision	



Child Protection	
Child Safe Environment	
Respect for Children	
Sun Safety	
Behaviour Guidance	
Code of Conduct	
Sleep and Rest	
Social Media	
Safe Transportation	
Photography	
PROCEDURES	
Sleep Procedure	
Nappy Change Procedure	
Toddler Nappy Change Procedure	
Toileting Procedure	
Cleaning Procedure	
Sick Leave	
Supervision	

YOUR SUPERVISOR IS:	
<input type="checkbox"/> I have read and agree to abide by the Service policies and procedures outlined in the acknowledgement checklist.	
STUDENT'S NAME:	



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STUDENT'S SIGNATURE:		DATE:	
SUPERVISOR NAME:			
SUPERVISOR'S SIGNATURE:		DATE:	



Appendix 2

STUDENT EVALUATION

STUDENT'S NAME:		DATE:	
STUDENT'S SIGNATURE:			

FEEDBACK	Rating - circle (1 – Unacceptable - 10- Exceptional)									
Interactions with children	1	2	3	4	5	6	7	8	9	10
Participation with families	1	2	3	4	5	6	7	8	9	10
Programming	1	2	3	4	5	6	7	8	9	10
Children's experiences	1	2	3	4	5	6	7	8	9	10
Ensuring children's safety	1	2	3	4	5	6	7	8	9	10
Health and Hygiene	1	2	3	4	5	6	7	8	9	10
Collaboration	1	2	3	4	5	6	7	8	9	10
Showing initiative	1	2	3	4	5	6	7	8	9	10
Ability to ask questions	1	2	3	4	5	6	7	8	9	10
Professional Appearance	1	2	3	4	5	6	7	8	9	10
Ability to follow policies and procedures	1	2	3	4	5	6	7	8	9	10
STRENGTHS:										

AREAS FOR IMPROVEMENT:
