



## Students and Volunteers Policy

*Students from High Schools and Tertiary institutions will be placed at a preschool at the discretion of the Directors. Prior to commencement, the student will be issued with an information sheet, and will have undergone any relevant checks (such as Working With Children Check) as required by their school or institution and they will observe the Code of Conduct relevant to their school or institution for the duration of the placement. In accordance with legal requirements, public liability insurance is maintained. Students and volunteers will be accompanied by primary contact staff whenever they are in the presence of children, and will not be used to calculate correct staff/child ratios.*

### Students and Volunteers Information Sheet

*The following is a sample Information Sheet which is contained in the Students & Volunteers folder in each Preschool:*

Welcome to .....Preschool. We trust that your time spent at our preschool will be both informative and enjoyable. To help you 'settle in' we offer the following advice and information.

- Please remember that you are a role model to the children. As such, particular attention must be paid to your manner of speech (no swearing please!).
- Preschools are a non-smoking environment.
- Please do not chew gum whilst at the preschool.
- Clothing should be neat, appropriate and comfortable including flat enclosed shoes. .
- Whenever possible, sit with and talk to the children.
- Write names on the children's work in the top left hand corner. Use a capital initial, followed by small letters. Please check the correct spelling of the name.
- If required please answer the phone appropriately, e.g. "Good Morning Jingera Preschool. This is..... speaking".
- Please observe the guidelines on the control of infectious diseases.
- While it is appropriate to comfort a distressed child, we feel it is inappropriate to pick the children up unnecessarily.
- It is appropriate that you be aware of the Department of Education and Communities ruling that states that no member of staff should be left alone with any one child. This is for your own protection as much as for the child
- The preschool has a Behaviour Guidance policy. You are advised to read this policy, and aim to put it into practice whenever appropriate.

*The staff are happy to help you in any way they can. It is up to you to use your initiative, ask questions, and involve yourself to the best of your ability.*



## Student Orientation Procedure

Time allowed for:

Welcome to the centre by Director

- A tour of the Centre is given
- Introductions made to all staff and their position in the Centre is outlined
- Were they can locate any relevant Centre's philosophy, goals, policies, and procedures?
- Discuss designated contact and break times, and rest room, kitchen facilities.
- Personnel records completed, Working with Children check and any working restrictions.
- Staff facilities identified and rules of usage explained
- Photo for team board taken
- Wearing of a Name tag
- Daily routine explained
- Teacher/Director's own expectations outlined
- Staff/child ratios explained and understanding confirmed
- Introduction made to parents in person where possible, and via the next parent newsletter
- Allergies list identified and explained
- Program format discussed, and staff member expected level of involvement outlined.
- Daily procedures discussed (e.g. cleaning, toileting children, washing toys etc.)
- Policies to be given:

Expectation of staff, sun safe, Confidentiality, Student and volunteer policies to be given.

- Point out code of ethics
- Evacuation and emergency procedures location within the room outlined