

## Participation of Volunteer and Students on Practicum Placements Policy

### **PURPOSE:**

To provide opportunities for the training needs of volunteers and students through imparting knowledge and experience from Family Day Care (FDC) Service staff and FDC Educators. Students can be provided with opportunities and resources to demonstrate their competencies, and to gain experience.

### **SCOPE:**

This Policy applies to FDC Educators, the FDC Service and volunteers and students on practicum placements.

### **PRINCIPLE:**

To provide opportunities for the training needs of volunteers and students in FDC.

### **POLICY:**

To provide a clear and concise process to allow for volunteers and students who participate in the FDC Service, ensuring safety for them and the children.

### **PROCEDURES:**

#### **The Family Day Care Service Can Offer Placements to:**

1. high school students who wish to gain work experience as part of a high school program, where the school has initiated the work experience, identified the student's suitability, worked with the service to arrange suitable times and provide authorisation for the student to participate; and
2. students attending other registered training organisations and studying in a relevant field, such as childcare, teaching, recreation or community services where the training organisation has initiated the placement, identified the student's suitability, worked with the nominated supervisor in relation to times and expectations and provided written authorisation for the student to participate.

#### **The Family Day Care Educator will:**

1. provide students and volunteers with guidelines identifying their responsibilities, expectations and code of conduct while at the FDC Service during a work experience induction;
2. check that all students and volunteers over the age of 18 years in NSW, QLD and VIC have completed a Working with Children Check and a National Police check, and over the age of 16 in the ACT have completed a Working with Vulnerable People Check, prior to commencing at the FDC service (**links for clarification on who needs a WWVC or WWVP are in 'Supporting Documents' below**);
3. inform students and volunteers that they must comply with all obligations of IFDC policies, provide them access to the policies and take all reasonable steps to ensure the policies are followed;
4. give support and guidance to students and volunteers;

5. encourage students and volunteers to participate and communicate in an open and honest manner;
6. ensure that students and volunteers do not discuss children's development or other issues with parents;
7. request that students and volunteers adhere to all areas of confidentiality;
8. ensure students and volunteers are never left alone or in charge of any children;
9. require students and volunteers to abide by *Education and Care Services National Regulations 2011* while on placement;
10. expect students and volunteers to take responsibility for the role that they are undertaking whilst on placement, viewing it as part of their own professional development;
11. inform families when a student or volunteer is on placement at the service;
12. provide ongoing constructive feedback and assessment that is fair and equitable;
13. provide students and volunteers with opportunities to learn and participate in a positive, encouraging environment; and
14. maintain a record of all students and volunteers attending the service.

<b>Education and Care Services National Law Act, 2010</b>	Section: 3(2)(a) and (3)(a); 165; 166; 167; 170; 171; 174(2); 189
<b>Education and Care Services National Regulations, 2011</b>	Regulations: 168(2)(i)(iii); 149
<b>National Quality Standards for Early Childhood Education and Care and School Age Care (2011)</b>	Standard 2.3
<b>Supporting Documents</b>	<p>Working With Children Check Victoria  <a href="http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/?fref=gc&amp;dti=672115536196168">http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/?fref=gc&amp;dti=672115536196168</a></p> <p>Working With Children Check NSW  <a href="https://www.service.nsw.gov.au/transaction/apply-working-children-check">https://www.service.nsw.gov.au/transaction/apply-working-children-check</a></p> <p>Working With Children Check (Blue Card) QLD  <a href="https://www.bluecard.qld.gov.au">https://www.bluecard.qld.gov.au</a></p> <p>Working With Vulnerable People ACT  <a href="https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration">https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/~/working-with-vulnerable-people-%28wwvp%29-registration</a></p>

### Policy review

Inspired Family Day Care encourages staff, educators and families to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

REVISION RECORD	
Version Approval Date August 2017	Effective Date Review Cycle: Annual
Approved in consultation with the Approved Provider, Nominated Supervisor, Staff, Educators and Families.	Next Review Date: August 2018