



Nature Alliance Family Day Care Service

Participation of Volunteer & Students on Practicum Placements



POLICY IN THIS SECTION AS REQUIRED BY

Education and Care Services National Regulations, 2012 – ‘Regulations’168(2)(i)(iii); 149 R.149 refers to centre-based services but a family day care service can align R.149. if utilising volunteers and or students.

National Quality Standards for Early Childhood Education and Care and School Age Care (2010) Standard: 2.3 [Element 2.3.4]; 4.1

PURPOSE

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

SCOPE

This Policy applies to Family Day Care Educators, the Family Day Care Service and volunteers and students on practicum placements.

PRINCIPLE

To provide opportunities for the training needs of volunteers and students in Family Day Care.

POLICY

To provide a clear and understandable process to allow for volunteers and students who participate in the Family Day Care 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.
- 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 students suitability, worked with the nominated supervisor in relation to times and expectations and provided written authorisation for the student to participate.

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The Family Day Care Service Will

- 1) Provide students and volunteers with guidelines identifying their responsibilities, expectations and code of conduct while at the Family Day Care Service during a work experience induction.
- 2) Check that all students and volunteers over the age of 18 years have completed a Working with Children Check prior to commencing at the family day care service.
- 3) Inform students and volunteers that they must comply with all obligations under Policy 1.6/2012 *Child Protection*.
- 4) Give support and guidance to students and volunteers where possible.
- 5) Assist students and volunteers to belong as part of the team and feel welcome.
- 6) Encourage students and volunteers to participate and communicate in an open and honest manner.
- 7) Ensure that students and volunteers do not discuss children's development or other issues with parents.
- 8) Request that students and volunteers adhere to all areas of confidentiality.
- 9) Ensure students and volunteers are never left alone or in charge of any children.
- 10) Require students and volunteers to abide by *Education and Care Services National Regulations 2012* while on placement.
- 11) Provide students and volunteers with access to Family Day Care Service policies and procedures.
- 12) Take all reasonable steps to ensure the written policies are followed.
- 13) 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.
- 14) Inform families when a student or volunteer is on placement at the service, if applicable.
- 15) Provide ongoing constructive feedback and assessment that is fair and equitable.
- 16) Provide students and volunteers with opportunities to learn and participate in a positive, encouraging environment.
- 17) Maintain a record of all students and volunteers attending family day care service.
- 18) Ensure all Family Day Care Educators maintain a record of any students or volunteers attending a Family Day Care residence/approved venue.

SUPPORTING DOCUMENTS:

Policy 1.6 *Child Protection*.

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