



STUDENT & VOLUNTEER POLICY



Purpose

Insight Early Learning 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.

Legislative Requirements

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

Relevant National Quality Standard (NQS) Elements

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.

DOCUMENT CONTROL					
Policy Title	Student & Volunteer Policy				
Document Owner	Taylor Rhodes	Document Author	Angela Dorrian		
Policy Reviewed	01/10/2024	Document Version	V2.2	Revision Due Date	01/10/2025

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.

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.

“In genuine partnerships families and educators’ value each other’s knowledge and roles, communicate freely and respectfully and engage in shared decision making” (Early Years Learning Framework, 2009).

Application Process for Students and Volunteers:

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.

Induction of Students and Volunteers:

The induction process for students and volunteers will be conducted by the approved provider/management/nominated supervisor/responsible person. This includes an orientation session where the student or volunteer will be taken on a tour of the service, familiarizing them with emergency exits, staff room, and bathroom facilities. Additionally, the provider/supervisor will complete the Student and Volunteer Induction Checklist with the student or volunteer, ensuring that important information is covered. Furthermore, the student/volunteer will be provided with a comprehensive Student and Volunteer Handbook to guide them throughout their placement.

In alignment with our commitment to ensuring the safety and well-being of children in our care, we ensure that volunteers and students are well-informed and compliant with child protection laws. This encompasses understanding the application of these laws and the obligations associated with them.

Required Documents from Students and Volunteers:

Prior to commencing their placement, it is the responsibility of the approved provider/management/nominated supervisor/responsible person to ensure that each student or volunteer possesses a valid Working with Children Check or similar requirement specific to the state/territory. Additionally, the provider/supervisor will verify the authenticity of the Working With Children Check for each student or volunteer. Furthermore, the provider/supervisor will ensure that students and volunteers provide their immunisation status,

Documents to Provide Students and Volunteers:

The approved provider/management/nominated supervisor/responsible person will actively support the student or volunteer in completing the Educator Acknowledgement Checklist, guide them to access the Service policies, ensure their signing of a confidentiality agreement prior to placement, and effectively communicate with families, children, and educators regarding the presence, roles, and hours of work experience students and volunteers. Additionally, they will engage in discussions with the student or volunteer to share relevant information about specific children, including court orders, additional needs, and dietary requirements.

Expectations of Students and Volunteers:

The approved provider/management/nominated supervisor/responsible person will provide guidance for students or volunteers to create a poster featuring their photo, introducing themselves, and explaining the purpose of their

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placement. Additionally, they will implement measures to prevent work placement students or volunteers from being left unsupervised with children or counted in the adult-to-child ratio. Furthermore, they will communicate to students and volunteers the importance of refraining from discussing concerns, issues, or complaints with parents, guardians, and/or visitors.

Informing Families of Students and Volunteers:

The approved provider/management/nominated supervisor/responsible person will 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.

Mentoring Students:

Educators will actively engage in open communication with work experience students and volunteers, as well as their practicum teachers, to discuss and evaluate their performance. They will provide comprehensive support to fulfill all practicum requirements to the best of their abilities throughout the placement. Additionally, educators will collaborate as a cohesive team, sharing relevant skills and knowledge with each student and volunteer. They will ensure that all colleagues are well-informed about the tasks and responsibilities assigned to the student as part of their practicum experience within the service.

Room Leader Responsibilities:

The approved provider/management/nominated supervisor/responsible person will facilitate the introduction of the student or volunteer to educators and the Lead Educator. They will also ensure that the student or volunteer stays updated with their assessments and tasks that need to be completed. Additionally, they will address any concerns raised by the student or volunteer by discussing them with the management. Furthermore, the approved provider/management/nominated supervisor/responsible person will provide honest and accurate feedback to the student's training institution supervisor as necessary.

Students at Risk:

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

- The Lead Educator will alert the student's training institution Supervisor of any concerns regarding the student.
- Both the Student Supervisor and the Lead Educator will discuss concerns with the student.
- The Lead Educator will arrange for the student's supervisor/assessor to visit the Service and discuss concerns that have arisen.
- The student's educational institution and Nominated Supervisor will govern the outcome of the practicum.

Termination of Students' 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.
- 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.

Review

This policy will be reviewed annually or as legislation, regulations, or best practice changes.

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