

POLICY & PROCEDURAL STATEMENTS

Topic: Early Learning – Volunteers and Students on Practical Placement

Policy: The wellbeing of each child is the highest priority in the Early Learning Centre. Avenue Neighbourhood House @ Eley (ANH@E) Early Learning Centre will provide opportunities for students and volunteers to participate in practical placements, while ensuring the child's health, safety, and wellbeing is always protected.

Relevant Legislation and Standards

Relevant legislation and standards include but are not limited to:

- *Education and Care Services National Regulations* (Cth)
- *Education and Care Services National Law Act 2010* (Cth)
- *Children Services Regulations 2020* (Vic)
- *Equal Opportunity Act 2010* (Vic)
- *Fair Work Act 2009* (Cth)
- *Occupational Health and Safety Act 2004* (Vic)
- *Worker Screening Act 2020* (Vic)
- *Information Privacy Act 2000* (Vic)

Code of Practice

For volunteer and or student practical placement, ANH@E is responsible for:

- Accepting or rejecting potential student- or volunteer-based placement based on the circumstances of the service at the time in consultation with the Nominated Supervisor.
- Signing and returning of placement agreement forms.
- Always ensuring that in its dealings with the volunteer/student and during the placement that it complies with all laws and the requirements of any governmental authority or other authority having jurisdiction over the employer, including but not limited to the *Occupational Health and Safety Act 2004* (Vic), *Equal Opportunity Act 2010* (Vic), and *Information Privacy Act 2000* (Vic).
- Ensuring that children being educated and cared for by the service are adequately supervised, and the legislated educator-to-child ratios are always complied with.
- Ensuring that, where required, the Working with Children Clearance check has been read/sighted prior to the volunteer's/student's commencement at the service.
- Ensuring that the volunteer/student record contains information for all volunteers/students attending the service with details of name, address, date of birth, days and hours of participation, and details of the Working with Children Clearance check, including a colour photocopy of the front and reverse of the WWC Clearance card.
- Ensuring that volunteers/students are always adequately supervised, and that the health, safety, and wellbeing of children at the service is protected.
- Ensuring that volunteers/students are not left with sole supervision of individual children or groups of children.
- Providing volunteers/students with access to all ANH@E Early Learning policies and procedures and applicable ANH@E policies and procedures.
- Ensuring that volunteers/students comply with the *Children's Services Regulations* (Vic), *Education and Care Services National Regulations* (Cth), and all service policies and procedures, including the ANH@E Child Safety Code of Conduct, while attending the service.

- Completing an induction checklist with volunteers/students attending the service to explain the expectations of the employer regarding performance of tasks, standards of work, hours of work, Occupational Health and Safety requirements, and any other relevant details, prior to commencement.
- Informing clients and staff as to the role of the volunteer/student while undertaking placement.
- Supporting the volunteer's/student's work on a day-to-day basis.
- Notifying the relevant education service of any non-compliance by the volunteer/student with the general rules of the employer, or not making satisfactory progress.
- Notifying the education service if the volunteer/student is absent or late.
- Verifying volunteer/student attendance records.
- Completing any reports on individual performance/competence.
- Communicating with any third parties regarding the individual's placement.

Volunteers and students, while on practical placement at ANH@E, are responsible for:

- Completing and signing a practical placement agreement (normally supplied by the relevant education service).
- Ensuring they have provided all details required to complete the practical placement.
- Undertaking a Working with Children Clearance and presenting a current Working with Children Clearance card or other notification, if applicable (refer to ANH@E Worker Screening Checks policy under the section, 'Youth Working with Children').
- Understanding and acknowledging the requirement for confidentiality of all information relating to educators and families within the service.
- Complying with the requirements of the *Children's Services Regulations (Vic)*, *Education and Care Services National Regulations (Cth)*, and with all service policies and procedures, including the ANH@E Child Safety Code of Conduct policy, whilst at the service.
- Undertaking the induction process prior to commencement at the service.
- Always following the directions of staff at the service to ensure that the health, safety, and wellbeing of children is protected.
- Working within the employer's structure to meet the employer's standards, policies, and procedures.
- Working within the hours identified on the practical placement agreement form.
- Conforming to the employer's hours and arrangements.
- Being aware of and adhering to ethical standards.
- Informing the Avenue Neighbourhood House contact if they are to be absent.
- Actively participating in the professional learning process.
- Always being aware they are under the direction of the nominated workplace supervisor.
- Being aware that they are a student and **not** an extra staff member.
- Notifying Avenue Neighbourhood House and/or their education service if there are difficulties with the placement.

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Enquiries	9808 2000