



**Bangalow Community Children's Centre**  
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## Student/Volunteer/Visitor Policy

Reviewed June 2017

<b>Legislation:</b>	Education and Care Services National Regulations 2011 Education and Care Services National Law 2011
<b>Reference:</b>	National Quality Framework Resource Kit 2011

### Introduction

Students, visitors and volunteers are valued for their contribution to the service. The service aims to facilitate a mutually beneficial experience that enriches the program, supports community involvement and contributes to the experience and training of students and volunteers.

### Goals

- For parents, students, volunteers and visitors participating at Bangalow Community Children's Centre to be supported and valued and to ensure their involvement is of benefit to the children and the service.
- To ensure student, volunteers and visitors are aware of appropriate behaviour and practices whilst attending the service through proper orientation processes.

### Practices

- The specific needs of the children are to be given first priority in deciding whether to place students and volunteers in the Service.
- The training institution is to give adequate notice of placement requirements; administrative arrangements and the monitoring process, including any arrangements for insurance while students and volunteers are present at an early childhood setting.
- All students and volunteers will fill out appropriate working with children documentation prior to their acceptance into the early childhood environment.
- Students, visitors and volunteers are to sign in and out in the Visitors Book and to communicate with the office of arrival and departure.
- Students and volunteers are to be supervised by staff at all times and students/volunteers are to communicate with staff their movements and anticipated plans.
- Any concerns regarding students are to be discussed by the supervising educator with the students supervisor as soon as possible.
- Any concerns regarding volunteers are to be communicated with the Nominated Supervisor without delay.
- Students and volunteers are not to be included in educator/child ratios.
- The Service will provide students and volunteers with guidelines for their participation in the centre and students/volunteers will be expected to abide by these guidelines.
- Students and volunteers are to prepare an information sheet about themselves including name and photo. This is to be displayed near the parent sign in sheet.

### Practices (continued)

#### **Student Responsibilities**

- Work within the guidelines of the philosophy of the Service and the ECA Code of Ethics.
- Observe educators and model behaviour/speech and interactions with children.
- Participate in preparation, cleanliness, maintenance and tidiness of the Service as required.

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- Work alongside and with educators in all areas of the Service's curriculum, routine times, group times
- Carry out written assignments, worksheets as directed by the college. Consult with appropriate educators as to suitability, availability of materials, timing etc.
- Be aware of the needs of individual children:
  - the need to communicate at eye level
  - what is developmentally appropriate for their age
  - routine times, such as eating, toileting etc are important learning times.
- Be a good role model through example, quiet, happy voices, sitting with children at ground level, respect of furniture, equipment etc.
- Practice excellent hygiene (personal and with children) by washing hands (see Services Health Policies and follow accordingly)
- Be prepared to ask questions to clarify concerns, ideas, etc of the person in charge in that room.
- Put on notice board a photograph of self and an outline of the course that is being undertaken to ensure parents are familiar with who is interacting with their children.
- To carry out other duties as required by the Educational Leader.

### **Hours of Duty**

- The Service is open 7.30am – 6pm
- Student hours can be negotiated with the supervising educator in consultation with the College etc.

### **Absence**

- The Service must be notified before 9am if you will be absent.

### **Termination**

- Students will be asked to leave for any of the following reasons:
  - Inability to work as a member of a team
  - Lack of respect and confidentiality to children, parents and educators
  - Violation of duties and responsibilities – poor work habits, lateness, absenteeism, sloppiness, uncooperative and inappropriate behaviour, and negativism.
  - Poor work performance – physical or verbal abuse of children
  - Irresponsibility, lack of patience and empathy

### **National regulations**

**149** Volunteers and students

**168** Education and care service must have policies and procedures

**177** Prescribed enrolment and other documents to be kept by approved provider

### **NQF**

**7.3.5** Service practices and policies are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

### **Evaluation and Review**

This policy will be reviewed based on regulatory requirements or as the need arises.

Family and staff feedback will be considered in the review process. Changes in legislation, regulations, NQF and standards will be considered.

Any changes to this policy will be communicated to families and staff.



