



Students Policy

Covers

→ Students and Volunteers in Training Procedure

Intention

Nurturing Family Day Care Scheme supports and provides opportunities for members of the public who are looking to further their professional development through study or volunteer work. Alongside the family day care educator of the registered residence or venue, the approved provider will collaborate with an individual's learning institution, to support the best match of student/volunteer to educator possible.

Overview

This policy, and all policies and procedures that are associated with the Student Policy, are implemented at all registered residences and venues by educators, staff and families whom are allied with the scheme.

This comprises of -

- The requirements of a student or volunteer.
- The scheme's expectations when a student or volunteer is at a registered residence or venue.

The approved provider of the service will ensure -

- That all required documentation is provided by the student or volunteer before they begin at a registered residence or approved venue.
- That they are routinely visited while at the registered residence or approved venue to offer support and guidance to them and the family day care educator that is working as a mentor.
- That the student or volunteer works under the education and care expectations and framework expected from them.
- That if a placement of a student or volunteer is no longer the best choice available for themselves, the family day care educator or the children enrolled a new place will be sought if it is appropriate.
- That if the procedures of this policy are not adhered to, the student or volunteer, the training organisation and the approved provider will meet to discuss the availability of the scheme to provide future development.

Students and Volunteers in Training Procedure



Nurturing Family Day Care Scheme supports and provides opportunities for those that are wanting to develop their skills in the childcare industry and works with family day care educators to ensure that all individuals are assisted during this time.

Before starting at a registered residence or approved venue, a student or volunteer is required to –

- Forward a current Blue Card (if over the age of 18), proof of age, and evidence of enrolment to the approved providers prior to beginning placement.
- Provide any information relating to any current health directions or mandates.
- Provide the information required for the Register of a Volunteer or Student Form to be completed.
- Visit the registered residence or venue to introduce themselves and provide information which can be shared with the enrolled families.
- Participate in an orientation in regard to behavioural expectations and the high standards required by the scheme.
- Will provide the family day care educator with a copy of the required tasks and assessment that is determined by their learning institute.

While at a registered residence or approved venue, a student or volunteer is required to –

- Upon entering the registered residence or venue during educating and care operating hours to complete the Visitor Form, documenting their name, date visiting, time arrived, and noting that they are a student.
- Follow any current health directions or mandates.
- Learn alongside a family day care educator only (placement will not occur when a family day care educator (not directly associated with a registered residence or venue) or assistant educator is the educator in charge) and at no time will be left alone with any enrolled children being educated and cared for at the registered residence or venue.
- To work under the National Quality Framework, the Scheme's Code of Conduct and the Code of Ethics at all times, this includes ensuring themselves and the environment is one free from tobacco, drug and alcohol.
- Be aware of any medical conditions of the individuals at the registered residence or approved venue.
- To uphold the confidentiality of all individuals at all times while working under the scheme and in the community, seeking written authorisation if information is required for assessment, not discussing what has occurred outside of the scheme, etc.
- Required upon exiting to document the time of departure and sign the Visitor Form

Sources

Education and Care Services National Law and Regulations 2011 (Updated October 2023)

- **Section 167, Offence relating to protection of children from harm and hazards**
- **Reg 82, Tobacco, drug and alcohol-free environments.**
- **Reg 83, Staff members and family day care educators are not to be affected by alcohol or drugs.**
- **Reg 90, Medical record.**
- **Reg 154, Record of staff, family day care co-ordinators and family day care assistants.**
- **Reg 168, Education and care services must have policies and procedures.**
- **Reg 181, Confidentiality of records kept by approved provider.**
- **Reg 183, Storage of records and other documents.**



National Quality Standard (Updated February 2018)

- **2.1, Each child's health and physical activity is supported and promoted**
- **2.2.3, Management, educators and staff are aware of their roles and responsibilities to identify and respond to every child at risk of abuse or neglect**
- **4.1, Staffing arrangements enhance children's learning and development.**
- **6.1, Respectful relationships with families are developed and maintained and families are supported in their parenting role.**
- **6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.**
- **7.1, Governance supports the operation of a quality service.**

Early Years Learning Framework

Early Childhood Australia Code of Ethics

National Childcare Accreditation Council

Queensland Government

Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families
- Interested Parties

Created: May 2017

Reviewed: October 2017

March 2018

March 2019

February 2020

February 2021

February 2022

February 2023

February 2024

Next review: February 2025