

Policy title	4.2 Participation of Students in Council Managed Early Years Services
Policy type	Management
Group	Family and Children

Rationale

Moonee Valley City Council recognises that student placements are important for the training and development of future educators for children in the wider community; and so will facilitate placements to students studying specifically related courses whenever possible.

Council is committed to being a Child Safe organisation and embedding a child safe culture into our practices and processes to ensure that all children who are involved with our services are safe at all times.

This policy is to be read in conjunction with Council's Child Safe Standards Policy and Code of Conduct.

Policy Statement

Moonee Valley City Council is committed to:

- protecting the health, safety and wellbeing of each child at all times
- facilitating placements for students in service centres, with priority given to students studying a Certificate 111, diploma or degree in early childhood education
- ensuring risk management strategies are implemented prior to students undertaking workplace learning to ensure the safety of children is not compromised

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019

Definitions

A student is a person undertaking a practical placement as part of a recognised early childhood qualification. This student will be supported by an educational institution in the completion of this placement.

Our Responsibilities

Moonee Valley City Council staff have a responsibility to:

- inform Council's Human Resources Department that all necessary paperwork is completed prior to the student commencing their placement
- organise an induction process for students prior to them commencing their placement and engagement, respectively. Refer Schedule 1 – Induction for students checklist
- make students aware of Council's approach to child safety by providing them with a copy of Council's Child Safe Standards Policy and Code of Conduct Policy, and providing access to Council's Child Safe Standards ELearning module
- nominate a qualified staff member as a supervisor who will directly supervise the student throughout their placement
- supervise students at all times, and ensure they are aware of their responsibilities and are not given unauthorised access to children while on service premises
- ensure that the student, supervisor and other employees in the workplace understand Council's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking that their behaviour towards children is safe and appropriate
- accept or reject a potential student based on the circumstances at the service at the time in consultation with the nominate supervisor
- before accepting a potential student, ensure that they have provided the following which needs to be emailed to the HR Business Partner for approval:
 - Student Agreement
 - Certificate of Currency for Work Cover
 - Certificate of Currency for Public & Product Liability
 - Valid Working with Children's Check or VIT, whichever is relevant
- the supervisor must read and check that the WWC is valid and in date
- accept or reject the student application based on HR advise and WWC results

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019

- once a student has been accepted, ensure a record is kept of the full name, address and date of birth of each student or volunteer who participates in the centre-based service; and for each day on which the student or volunteer participates in the service, the date and the hours of participation (National Regulation 149)
- once a potential student has been given approval, and prior to them commencing at a service or with a family day care educator, inform parents/guardians of all children in the care of the placement
- the student is to be provided with an induction checklist (refer to Schedule 1), which they will be required to complete and sign. The completed form is to be emailed to the HR Business Partner and stored with the Staff Record, which is to include the full name, address, date of birth and details of the Working with Children Check for each student
- give all students access to the Moonee Valley City Council Family and Children’s Services policies and procedures
- ensure that any students are clearly briefed on their role and responsibilities in the service, and are directly supervised by an appropriate staff member
- ensure the correct child/staff ratios are maintained at all times
- ensure that students are not left with sole supervision of individual, or groups of, children

Student/ Requirements

- the student must agree to abide by the requirements of Moonee Valley City Council Family and Children’s Services policies and procedures; Council’s Code of Conduct; Council’s Child Safe Standards Policy; the *Early Childhood Australia Code of Ethics*; and the *Education and Care Services National Law and National Regulations*
- the student must understand and acknowledge the requirement for confidentiality of all information relating to Educators, children and families within the service
- ensure they have completed a Staff Record with their full name, address and date of birth, with a copy of the Working with Children Check
- complete an Induction Checklist (refer to Attachment 1). The completed form will be stored with the Staff Record
- students will not be permitted to provide any type of personal care to children in care and education, and are not to be left alone with any child at any time

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children’s Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019

Resources and Useful Websites

Australian Government Department of Education, Employment and Workplace Relations (2009), *Belonging, Being and Becoming: The Early Years Learning Framework for Australia*.

Early Childhood Australia (2016), *The Code of Ethics*. Canberra.

This Policy is linked to the following *National Quality Standard* areas:

Link to Council Policies

This Policy and Procedure is linked to Council's *Working with Children Check Policy*, *Council's Child Safe Standards Policy*, *Council's Code of Conduct*

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019



Schedule 1 – Induction for student’s checklist

Name: _____ Date: _____

Registered Training Organisation: _____

To be completed by all students, and kept on their personnel file at the service. A copy is to be forwarded to Council’s Human Resource Department.

	Please Tick
I have been given a copy of the Moonee Valley City Council Family and Children’s Services Policies and Procedures.	
I understand the contents of the Policies including sections relating to:	
<ul style="list-style-type: none"> Evacuation Plan, fire and safety procedures including locations of fire extinguishers and emergency exits 	
<ul style="list-style-type: none"> Procedures to be followed in the event of an accident 	
<ul style="list-style-type: none"> First Aid arrangements for children and educators, including the location of the nearest first aid kit to my work area 	
<ul style="list-style-type: none"> Daily routines 	
<ul style="list-style-type: none"> The role and location of key personnel 	
<ul style="list-style-type: none"> OHS&W policy folder and relevant OH&S on the job 	
<ul style="list-style-type: none"> Reporting incident, injury, trauma and illness 	
<ul style="list-style-type: none"> Reporting hazards in the workplace 	
<ul style="list-style-type: none"> Harassment and grievance procedures 	
<ul style="list-style-type: none"> Child Safe Standards 	
<ul style="list-style-type: none"> Code of Conduct 	
<ul style="list-style-type: none"> Child Protection 	
<ul style="list-style-type: none"> Privacy and Confidentiality 	
I have completed Council’s ELearning Child Safe Standards module	

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children’s Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019



	Please Tick
I am aware of the services' non-smoking policy	
I am aware of the expectations of my placement (including the requirements of children with additional needs). My role and responsibilities have been clearly explained to me by my supervisor.	
I am aware that I am expected to participate in general tasks including maintaining the environment in a clean, safe and tidy condition.	
I understand the need for confidentiality.	

Student/Volunteer Name: _____

Signature: _____ Date: _____

Supervisors Name: _____

Signature: _____ Date: _____

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019

Student Record

Full Name		DOB / /
Address		
Phone	H)	M)

Emergency Contact		
Relationship		
Phone	H)	M)

Designated Placement Teaching Peer	
---	--

Working with children check		<i>Status check attached</i> <input type="checkbox"/>
VIT registration		
Qualification		<i>Copies attached</i> <input type="checkbox"/>
Mandatory Training	First Aid, Anaphylaxis, Asthma, CPR refresher	<i>Copies attached</i> <input type="checkbox"/>
Practice of adrenaline auto-injection device	Termly scenario practice dates	/ / / / / /
<input type="checkbox"/> STUDENT	<i>Attach agreement with dates/hours to work specified</i>	
<input type="checkbox"/> VOLUNTEER	<i>Record dates/hours to volunteer</i>	

Nominated Supervisor	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date Signed / /
<p>I accept the designation of Nominated Supervisor of and understand and accept my responsibilities under the Education and Care Services National Law and National Regulations.</p>		
Approved Provider	Name:	Signed:
Nominated Supervisor	Name:	Signed:

Group	Responsible Manager	Document	Document No	Approval Date	Review Date
Family and Children's Services	Michele Leonard	4.2 Participation of Students in Council Managed Early Years Services	17/258329	August 2017	August 2019