

4.05 STUDENTS

Purpose Statement

Windermere is committed to the training needs of students and the importance of imparting high quality knowledge and experience in early childhood education and care practices.

Ensuring that students meet service engagement and registration requirements is critical to protecting the health, safety and wellbeing of all children in care and delivering high quality education and care services.

Scope

This policy applies to all prospective students who are placed in either an approved family day care home or a Family Day Care office.

Policy Statement

THAT FAMILY DAY CARE EDUCATORS WILL ENGAGE STUDENTS IN A SAFETY SCREENING AND ORIENTATION PROCESS IN ORDER TO PROVIDE QUALITY EDUCATION AND CARE SERVICES FOR CHILDREN AND FAMILIES.

Procedures

Engagement of Students

1. Educators are not to appoint students. Windermere's Human Resources department will hold all agreements with students. Educators are required to forward all student placement applications to the Coordination Unit for assessment.
2. Acceptance of new students will promote the organisations commitment to child safety.
3. Applications from students from diverse cultural backgrounds will be encouraged.
4. An assessment of an educator's capacity to supervise a student will be made by the Coordination Unit before placing a student. Attributes such as leadership, creativity, flexibility and the ability to plan sessions based on the individual needs of children will be considered when making this assessment. An educator requires a minimum of a Diploma in Early Education or equivalent if a student is studying a tertiary qualification and a minimum of a Bachelor in Early Childhood Education if the student is studying a degree in early education.

Applying for student placement

1. Students are required to submit a placement application to: enquiriesECECS@windermere.org.au detailing the following information:
 - a. Name
 - b. Contact details (phone/email)
 - c. Qualification (if relevant)
 - d. Education provider (name/contact details)



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- e. Placement applying for (area of interest)
 - f. Length of placement (including preferred start and end dates)
 - g. Resume (include as attachment)
 - h. Student agreement from RTO (include as attachment)
2. On receipt of a student application the Coordination Unit will send an email response with a copy of the internal selection and orientation procedure for reference.

Selection Criteria

1. Windermere, in making its decision to offer a student placement, takes into account:
 - a. capacity to accommodate students
 - b. availability of professional staff
 - c. demand for placements

Note: Students are not permitted to conduct unaccompanied visits to educator homes if placed with the Coordination Unit.

- a. Have a current working with children check
 - b. Have a criminal history record check
2. Prospective students will be at least 18 years of age or above and must:
3. Prospective students will be informed, in writing, of the status of their application within 5 business days

Commencement of Student Placement

1. Students will be provided with an orientation email containing:
 - a. The signed student agreement
 - b. Directions and relevant site information for the first day including parking, dress code and access
 - c. Information about Windermere's services
 - d. Relevant organisation policies
 - e. Relevant Family Day Care procedures
 - f. A copy of the student code of conduct
 - g. A copy of the privacy undertaking
 - h. A copy emergency details form
 - i. A copy of the email and internet usage undertaking – If working at Windermere's offices
2. All required documentation will need to be returned via email to enquiriesECECS@windermere.org.au within 5 business days of placement commencement.

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3. Coordination staff will follow all internal student placement procedures, ensuring that the required documentation is forwarded to Windermere's Human Resources department prior to commencement.
4. If the student is to be placed in an educator's service, the relevant educator will be provided with the following (prior to the placement commencing):
 - a. A copy of the student agreement for reference
 - b. A copy of this procedure
 - c. The commencement and conclusion dates of the placement.
4. If the student is to be placed in an educator's service, the relevant educator must inform all families, in writing, providing them with a copy of this procedure and requesting their permission for the student to be involved in the delivery of their child's education and care service. If permission is not obtained, the placement will not be able to commence.
5. Students will be orientated on their first day with information that includes:
 - a. Emergency procedures
 - b. Practices as outlined in procedural documents (including Child Safety and Rights of the Child)
 - c. Tour of the facilities
 - d. General routine.

General student placement procedures

1. Prospective students must comply with Windermere's Family Day Care regulatory requirements which are outlined in procedure documents.
2. The Coordination Unit will be available to provide support and guidance to all students placed in the program.
3. If a student is placed with an educator the Coordination Unit will visit/make weekly contact with the student whilst on practicum.
4. At no time are students to be left alone with children or asked to independently supervise children.
5. Students will be provided with consistent constructive feedback from the Coordination Unit and educators and be assessed in a fair and equitable way.
6. Students will be provided with opportunities to learn through participating in a positive and encouraging environment.
7. Students will present as professional at all times.
8. Students will be respectful.
9. Students are responsible for the completion of their assessments and for maintain focus on their learning.
10. Students will sign in and out of the visits book whenever they enter or exit the office and/or educators home.



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Relevant Standards/Legislation

- National Quality Framework for Early Childhood Education and Care Services including:
 - Education and Care Services National Law 2011
 - Education and Care Services National Regulations 2011
- Working with Children Act 2005

Related Policies & Links

- *Child Safety* procedure
- Windermere P&P's – Safety Screening policy