Students /Volunteers

Students and volunteers are welcome at our centre. Students from tertiary institutions are required to undertake practical placement as part of their course. As part of our commitment to the field we encourage a limited amount of placement at our centre. Students are always under the supervision of a qualified educator and are never left alone with the children. Students are required to place a notice with a photograph for identification at the entrance of the room in which they will be working. This enables parents to know who these people are and why they are there. It is our policy that a student or volunteer has a working with children check.

Volunteers will be interviewed by the Director and referred to Human Resources upon approval of references. They are then required to spend some time observing the centre in operation. The Director will make suitable arrangements for a placement. Volunteers are supervised by an educator at all times and are never alone with the children. All volunteers and students for placement are expected to conduct themselves in a professional manner. They will not be given access to children’s confidential enrolment records. They are expected to maintain confidentiality at all times in respect to staff, parents and children at the centre. Upon commencement all students and volunteers are notified of the centre’s policy and procedures.

Induction Process:

- Welcomed to the centre – tour of the facilities including staff areas
- Exchange of relevant documentation including student/volunteer records, certificates and working with children check information
- Introduced to permanent staff
- Shown displays of the evacuation procedures
- Introduced to the children that they will be working with – permanent staff provide an explanation of the daily routines in the room
- If relevant are alerted to medical emergency plans for children that may be in the room
- Permanent staff identify and show plans for any children with allergies, asthma or anaphylaxis
- Are provided with our Philosophy