

THE GOWRIE (QLD) INC

STUDENT AND VOLUNTEER POLICY

CONSIDERATIONS:

QIAS	Principle 1.6, Quality Area 7
REGS	Child Regulation 2003

POLICY STATEMENT:

To provide opportunity for students and volunteers to participate within The Gowrie (Qld) and its affiliated programs. To give students the opportunity to link theory with practice and undertake workplace assessment and staff will at all times ensure the safety and well being of the children and families of the Service.

RELEVANT FORMS/MATERIAL:

- ***Kindergarten Staff Handbook***
- ***Grievance for Staff Policy***
- ***Service Policy Folder***

SOURCES:

- **Child Care Regulations 2003**
- ***The Gowrie (Qld) Inc RTO Workplace Assessment Guide 2007***

Reviewed: November 2010

Date to be Reviewed: November 2011

IMPLEMENTATION:

<p>TO BECOME A STUDENT OR VOLUNTEER</p>	<p>All students and volunteers wishing to participate in one of the programs must provide this request in writing, outlining the purpose and length of their participation in the program. This documentation may come from the individual or the institution that they are studying with.</p> <p>The Committee is to be notified by the Director/Co-Ordinator of the intention for a volunteer or student to commence at one of the programs. The Committee in consultation with the Director/Co-ordinator will confirm the placement of the student/volunteer.</p> <p>Students who are completing a workplace assessment, require documentation of that placement, and a training agreement must be signed and details noted prior to the student commencing.</p>
<p>STUDENTS AND VOLUNTEERS MUST</p>	<p>All students and volunteers that are participating at the Service are required to hold a current Positive Notice (Blue Card). A copy is to be held at the Service and placed on file. The student and volunteer must have their blue card with them at the Service at all times and be able to produce it if so requested by State Government representatives.</p>
<p>COMMENCEMENT AT THE SERVICE</p>	<p>On commencement at the Service the student/volunteer is to have an orientation with the Director/Co-Ordinator and a tour of the Service. In this orientation the Director will discuss policies and procedures relevant to the role of the student/volunteer.</p> <p>Each student/volunteer will be assigned a Teacher who will assist them during their time at the Service and also be available to assist them with any questions and act as a mentor for students, assisting them with their study and assessment.</p> <p>Families are to be notified of the presence of student/volunteers in the Service via newsletter and notice with photograph of student/volunteer identifying their name and role/purpose within the Service.</p> <p>Each day that the student/volunteer is in attendance they must sign into the Service and sign out when leaving.</p>
<p>NEVER</p>	<p>Students and Volunteers are not at any time to be considered part of the child/staff ratio at the Service and are not to be left alone with children at any time throughout their visit.</p> <p>In the event that there are concerns regarding a placement of a student or volunteer, the Director will notify the Committee and together will seek to resolve the situation. In the case that these matters are unable to be resolved placement may be stopped.</p>