



# Students, Visitors, Volunteers & Trainees

## Policy Statement

*NBCA supports the partnership between students, volunteers, training organisations and the service. The involvement of all parties aims to be productive, supportive and a positive learning experience for all.*

### Implementation

- Professional expectations of students and volunteers will vary according to their relevant studies and experience. NBCA staff will need to allow sufficient levels of supervision depending on their experience.
- Staff will be given an opportunity to respond to any feedback.

### Students and Volunteers will:

- Be required to provide evidence of a Working with Vulnerable People Check (WWVP) with the exception of students under the age of sixteen (16) years as per Office of Regulatory Services Guidelines. However, students who are attending high school or equivalent, will not require a WWVP card for their placement.
- Complete all required documentation in relation to their placement.
- Have access to the Student and Volunteer Handbook.
- Be supervised by a permanent educator at all times.
- Not be included in the educator: child ratio or be responsible for a group of children.
- Only change nappies under supervision by a permanent educator.
- Be bound by confidentiality and privacy guidelines.
- Not be required to attend staff meetings unless requested by the director.
- Introduce themselves to families and be guided by permanent staff on how to communicate professionally with families.
- Develop and maintain a professional attitude towards team work.
- Be punctual and advise the service if unable to attend.
- Familiarise themselves with the service Emergency Evacuation Procedure.
- If observations of children are required as a part of their role, permission from the family and Director is required.
- Cancellation of placement will occur if they are not deemed to be fit and proper; inappropriately aligned to the philosophy and unwilling to conduct themselves in a respectful manner.



## Policy Links

### Policies:

- Behaviour Guidance and Self-Regulation
- Child Protection
- Confidentiality and Privacy
- Duty of Care
- Supervision
- Workplace Health and Safety

NQS: 4.1, 4.2, 5.1 and 7.1

Regulations: 120-123, 155 and 156

### Sources:

- Access Canberra – WWVP registrations
- Children’s and Young People Act 1998
- National Quality Framework
- CECA
- Skills Canberra
- NBCA Student and Volunteer Handbook

## Policy Document Status

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Directors Signature:



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Committee Representative Signature:



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