

Volunteer and Student Practicum Placement Policy

June 2026

Purpose

Ashgrove West Preschool values the contribution of volunteers and students on practicum placement in supporting quality early childhood education and care.

This policy outlines the requirements, responsibilities and expectations for students, volunteers and placement participants while attending the service to ensure the safety, wellbeing and rights of children remain paramount.

Policy Statement

The kindergarten is committed to:

- Providing meaningful learning and participation opportunities.
- Maintaining a child-safe organisation.
- Ensuring all students and volunteers understand their responsibilities.
- Providing appropriate supervision and support.
- Meeting all legislative requirements relating to child safety, privacy, workplace health and safety, and education and care services.

The safety, wellbeing and best interests of children will always be the primary consideration.

Scope

This policy applies to:

- Tertiary students undertaking practicum placements.
 - School students undertaking work experience.
 - Volunteers.
 - Allied health professionals and external service providers working directly with children.
 - Community members participating in approved programs.
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Definitions

Student

A person enrolled in an educational institution completing:

- Practicum placement
- Vocational placement
- Work experience

within the kindergarten.

Volunteer

A person who provides services or assistance without payment.

Practicum Placement

A supervised learning placement undertaken as part of an approved qualification.

Child Safety Requirements

All students and volunteers must:

- Support the kindergarten's Child Safe Environment Policy.
- Treat children with dignity, respect and care.
- Maintain professional boundaries.
- Never engage in inappropriate conduct toward a child.
- Report concerns regarding child safety immediately.
- Participate in child safety induction requirements.
- Hold and maintain required Blue Card or Working with Children Check clearances where required by legislation.

Students and volunteers must never:

- Be alone with a child.
- Use physical punishment or inappropriate discipline.
- Engage in grooming behaviours.
- Use inappropriate language toward children.
- Place a child at risk of harm.

The service maintains a zero-tolerance approach to child abuse and neglect.

Recruitment and Approval

Prior to commencement, the service may require:

- Placement agreement from the educational institution.
- Current Blue Card or exemption (where applicable).
- Evidence of identity.
- Emergency contact information.
- Completion of child safety training where required.
- Relevant insurance documentation.

The Nominated Supervisor will determine suitability before approving participation.

Induction Requirements

Before commencing, all students and volunteers will receive an induction covering:

- Child safety obligations.
- Emergency procedures.
- Workplace health and safety requirements.
- Supervision arrangements.
- Privacy and confidentiality.
- Behaviour guidance practices.
- Infection control and hygiene practices.
- Sign-in and sign-out procedures.
- Use of electronic devices and photography requirements.

Records of induction will be maintained by the service.

Supervision of Students and Volunteers

Students and volunteers will:

- Work under the direction of educators and the Nominated Supervisor.
- Remain within sight and hearing of supervising educators.

- Follow all reasonable directions.
- Seek assistance whenever unsure.

Students and volunteers are not counted in educator-to-child ratios unless permitted under legislation.

Students and volunteers must not be left responsible for children without appropriate supervision.

Roles and Responsibilities

Students and Volunteers

Students and volunteers are expected to:

- Behave professionally and ethically.
- Follow service policies and procedures.
- Respect children, families and educators.
- Maintain confidentiality.
- Be punctual and reliable.
- Report hazards, incidents and concerns.
- Participate actively in learning opportunities.
- Support inclusive practices.

Nominated Supervisor

The Nominated Supervisor will:

- Ensure appropriate induction is completed.
- Provide supervision and support.
- Monitor compliance with this policy.
- Address concerns promptly.
- Maintain required documentation.

Children's Health, Safety and Wellbeing

Students and volunteers must:

- Follow supervision procedures.

- Support sun safety practices.
- Follow allergy and anaphylaxis management requirements.
- Implement hygiene and infection control procedures.
- Report incidents and hazards immediately.

Students undertaking practicum placements may assist with children's routines only under direct educator supervision.

Students and volunteers must not:

- Administer medication.
- Administer first aid unless authorised and appropriately qualified.
- Undertake duties beyond their training or competence.

Use of Electronic Devices and Images

Students and volunteers must:

- Follow the service's photography and image consent requirements.
- Protect children's privacy.
- Use only approved service devices when authorised.

Students and volunteers must not:

- Use personal phones or devices to photograph, record or store images of children.
- Share images through personal email, social media or cloud-based services.
- Record children without appropriate authorisation and consent.

Confidentiality and Privacy

Students and volunteers may have access to confidential information relating to children, families and employees.

They must:

- Maintain confidentiality at all times.
- Only access information required for their role.
- Not discuss confidential matters outside the service.

- Report any actual or suspected privacy breaches immediately.

Confidentiality obligations continue after participation at the service ends.

Workplace Health and Safety

Students and volunteers must:

- Take reasonable care for their own health and safety.
- Follow workplace health and safety procedures.
- Report hazards and incidents.
- Participate in emergency evacuations and drills.
- Follow lawful directions from staff.

Students and volunteers must not:

- Attend under the influence of alcohol or drugs.
- Smoke or vape on kindergarten premises.
- Bring hazardous materials onto the premises.

Professional Conduct

Students and volunteers are expected to:

- Demonstrate respectful and professional behaviour.
- Follow the Kindergarten Code of Conduct.
- Use positive interactions with children.
- Respect diversity and inclusion.
- Work collaboratively with educators and families.

Unacceptable conduct includes:

- Bullying, harassment or discrimination.
- Breaches of confidentiality.
- Inappropriate interactions with children.
- Failure to follow directions.
- Conduct that may damage the reputation of the kindergarten.

Reporting Concerns

Any concerns regarding:

- Child safety
- Workplace safety
- Professional conduct
- Breaches of this policy

must be reported immediately to the Nominated Supervisor.

Where required, concerns will be escalated to relevant regulatory authorities.

Breaches of Policy

Failure to comply with this policy may result in:

- Additional supervision.
 - Suspension of placement.
 - Termination of volunteer participation.
 - Notification to educational institutions.
 - Reporting to regulatory authorities where required.
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Related Legislation and References

- Education and Care Services National Law
- Education and Care Services National Regulations
- Child Safe Standards
- Working with Children (Risk Management and Screening) Act
- Work Health and Safety Act 2011
- Privacy Act 1988
- Early Childhood Australia Code of Ethics

Date of adoption:

21/07/2026

Date of next review:

21/07/2027