



Policy for Students in the Centre

Rationale/Purpose

To provide students who are undertaking courses that require an opportunity to experience a quality Early Childhood Learning Environment, being a place where theory can be put into practice, in a caring and supportive way.

Process:

1. That the Schools of Educational Institution apply to the Principal Teacher for approval of student placements in the Centre, giving sufficient written or verbal notice.
2. The Associate Teachers of the centre are to be notified of the students on placement, with the commencement date and duration of placement, to ensure that both staff, parent/whanau are informed.
3. The Associate Teacher and staff ensure the safety of all students, children and staff by **not leaving the student unsupervised at any time while on placement in the centre.**
4. The Principal Teacher informs students, **that they are not counted in the child/staff ratio**, therefore cannot perform the duties of a paid staff member, (**i.e., toileting, nappy changing, or supervising a group of children alone**), but all encouragement should be given to students to participate in centre activities/programmes alongside staff, therefore meeting their learning objectives.
5. The Associate Teacher will ensure at all times, the confidentiality of the centre's children and their parents/whanau are not put at risk by the student, i.e. Observation being performed with the child's real names recorded or photographs and video taping being done without the knowledge of centre staff and the consent of parent/whanau.
6. The Associate Teachers will familiarise themselves with the student course requirements, therefore giving the student the opportunity to complete tasks during their placements.
7. The Principal Teacher or Associate Teacher is to familiarise the student with the centres emergency evacuation procedures, child management and child abuse policies, philosophy, charter and any other policies as required.
8. Students on placement will not be used in a relieving capacity at any time.
9. If at any time the students actions contravene the regulations and the safety and well-being of the children at the centre, the student shall be removed immediately from the Centre. The student's practicum shall be suspended until the matter has been fully resolved by the Principal Teacher in consultation with the Associate Teacher and Student's Tutor. The student's actions will also be reported to the appropriate training provider as deemed necessary in accordance to the centre policies.
10. Students will be under the direction of the Principal Teacher and Associate Teacher. The Associate Teacher will meet weekly with the Student to determine the student's progress with a final meeting to discuss and sign off competencies.

Lines of Responsibility:

Principal Teacher and Associate Teacher

Date: March 2010

Review Date: August 2011

Signed:

Responsibility for Review: Principal Teacher