



THE CUBBYHOUSE

PRESCHOOL AND LONG DAY CARE

ABN: 64083942858

41 Polwood Street Kempsey 2440 Phone (02) 6562 8591 Fax (02) 6562 1709

54 Pulteney Street Taree 2430 Phone (02) 6551 2100 Fax (02) 6557 8067

1316 Gloucester Road Wingham 2429 Phone (02) 6553 0111 Fax (02) 6553 0999

Participation of Students and Volunteers

Introduction

The Cubbyhouse recognises the importance of professional development and Early Childhood educator/carer training and therefore will accept students from related courses at University, Tafe and other RTO's for practicum, students from high schools for work experience and volunteers, at the discretion of the director.

Goals - What we are going to do?

The Cubbyhouse is committed to the training needs of students and the need to pass on knowledge and experience from educators, carers and staff and allow students and volunteers the opportunity and resources to demonstrate their abilities.

Strategies - How it will be done?

- Upon acceptance to the Cubbyhouse, students and volunteers will be given an orientation Cubbyhouse. of the service and access to policies and procedures to guide their practices while at the
- A student/ volunteer record will be developed, including their full name, address, date of birth and date and hours of participation in the service on the Student and volunteer sign in sheet, Working With Children Check Number (if applicable) and correspondence from the related school/ RTO.
- Students and volunteers will be required to sign in and out each day of attendance, upon each arrival and departure, with the date and hours of participation.
- Signage will be put on display introducing the student or volunteer to ensure families are aware of this person in contact with their children.
- Students and volunteers will never be left unsupervised with children.
- Students and volunteers are encouraged to interact with and supervise the children and are expected to familiarise themselves with the supervision practices of our service.
- Students and volunteers should familiarise themselves with the health and safety, emergency evacuations and first aid procedures of our service.
- Students and volunteers will be made aware of confidentiality and are expected to keep all information regarding children, families and staff in a confidential manner. A confidentiality agreement will need to be signed prior to starting at the Cubbyhouse.
- Students and volunteers are encouraged to introduce themselves to families, staff and children at the service and are expected to bring a poster outlining who they are, what their purpose for attending the service is and when they will be attending the service, for display for the duration of placement.
- Students and volunteers are expected to dress appropriately.
- Educators will team themselves up with the student to support and guide them.
- Students and volunteers are invited to make input into the daily program.
- Students and volunteers are made aware of children with medical conditions as appropriate upon induction to the centres

Statutory legislation and considerations

Participation of students and volunteers: Data, Cubbyhouse originals, cubbyhouse manuals, policies



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Education and Care National Regulations 2011

Regulation 149

National Quality Standards

QA1 - Educational program and practice

QA4 - Staffing arrangements

QA5 - Relationships with children

QA6 - Collaborative partnerships with families and communities

QA7 - Leadership and service management

Early Years Learning Framework

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

Links to other policies

Anaphylaxis Policy

Child Protection Policy

Communication and Interactions with Families

Confidentiality and Privacy Policy

Curriculum Development and Programming Policy

Emergencies and Evacuations Policy

Enrolment and Orientation Policy

Environmental Sustainability Policy

Excursions and Incursions Policy

First Aid Policy

Governance and Management Policy

Guiding Children's Behaviour policy

Hygienic Practices Policy

Illness Policy

Immunisation Policy

Incidents, Injuries and Trauma Policy

Inclusion and Cultural Diversity Policy

Inclusion of Children with Additional Needs Policy

Indigenous Australian Culture and Awareness Policy

Interactions with Children Policy

Medical Condition Policy

Notification of Death Policy

Nutrition Policy

Physical Activity and Small Screen Policy

Policies and Policy Review Policy

Record Keeping and Retention Policy

Rest Time Policy

Risk Management Policy

Road Safety Policy

Social Media Policy



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Staff Orientation and Induction Policy
Sunsmart Sun Protection Policy
Supervision of Children Policy
Water Safety Policy
Workplace Health and Safety Policy

Links to procedures – (Data, Cubbyhouse Originals, Cubbyhouse Manuals, Procedures)

Bathroom Cleaning Procedure
Cleaning Whole Centre
Dangerous Products Storage Procedure
Emergencies and Evacuations Procedure
Food Safety Plan
Illness, First Aid and Hygiene Procedures
Kitchen Procedures
Linen Change Over Procedure
Maintaining Records
Programming Guidelines
Safe Bottle Heating and Feeding Procedure
Safety Checks and Supervision Procedure
Social Media Procedure
Student/Volunteer Orientation and Induction Procedure

Links to forms/ resources

Data, Cubbyhouse Originals, Cubbyhouse Originals, Forms

- ❖ Work Experience Students and Volunteers forms
 - Staff volunteer Orientation Checklist
 - Work Experience Volunteer Confidentiality Contract
 - Student and Volunteer sign in sheet
- ❖ Office Forms
 - Staff record (students and other volunteers section)

Reviewed November 2013, Dec 2014, August 2015, October 2015