

Student Policy

Policy Statement

This policy outlines the expectations for the engagement, supervision and participation of students undertaking placement, practicum, work experience or formal learning activities at Playtime Early Childhood Services. The policy aims to ensure that student participation supports professional learning while maintaining the safety, wellbeing and protection of all children attending the service. Playtime recognises the important role students play in developing the future early childhood workforce and is committed to providing supportive learning environments that uphold child safe practices, confidentiality and professional conduct at all times.

Background

Playtime recognises that student placements form an important part of the early childhood education and care sector by supporting practical learning, building workforce capability and strengthening professional practice across services. Clear procedures for student participation assist in protecting children from harm, ensuring legislative compliance and supporting students to understand their responsibilities while undertaking placement within the service.

Student placements must occur in a way that protects children, supports educators and ensures that all responsibilities under the Education and Care Services National Law and Regulations are met.

Scope

This policy applies to all children, educators, staff, families, management, students and training organisations involved in student placements at Playtime Early Childhood Services.

Playtime Procedure Reference

Student Procedure

Policy & Procedure Access and Supporting Documents

- All Playtime Childcare policies and procedures are located:
 - Electronically on OWNA for Staff via → Staff → Policies and Procedures
 - Electronically on OWNA for Families via → Configure → Policies and Resources
 - Management has access electronically via computer documents
 - Hard copies available upon request
- Regulative required policies and procedures will be reviewed annually, all other policies biannually
- Relevant checklists, risk assessments and documents are located via the OWNA platform:

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- Student Induction Record
- Student and Volunteer Information Record
- Photography Permission and Agreement Form

Related Statutory Obligations & Considerations

- Australian Children's Education & Care Quality Authority. ACECQA
- Education and Care Services National Regulations.
- Education and Care Services National Law Act 2010.
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations.
- Guide to the National Quality Framework and National Quality Standard.
- United Convention on the Rights of the Child.
- National Model Code
- Office of the Children's Guardian – WWCC
- Code of Ethics

Legislative Requirements

Law/ Reg	Law/ Regulation	Our Response to:			
170 (Law)	Offence relating to unauthorised persons on education and care service premises	Playtime ensures all students provide valid documentation, complete induction requirements and remain under direct supervision at all times. Students are not included in educator to child ratios unless permitted under approved qualification pathways. Children (Education and Care Services National Law Application) Act 2010 No 104 - NSW Legislation			
175 (Law)	Offence relating to requirement to	Playtime maintains accurate and secure enrolment, attendance, student, volunteer and			
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	keep enrolment and other documents	visitor records in accordance with regulatory requirements. All documentation is stored confidentially and made available to authorised officers upon request. Children (Education and Care Services National Law Application) Act 2010 No 104 - NSW Legislation
84 (Reg)	Awareness of child protection law	Students are inducted into their responsibilities under child protection law and obligations that they may have under that law i.e.: Mandatory Reporting Education and Care Services National Regulations (2011 SI 653) - NSW Legislation

Law/ Reg	Law/ Regulation	Our Response to:
120 (Reg)	Educators who are under 18 to be supervised	Playtime ensures that any student, trainee or person under 18 years of age undertaking placement or participating in the service does not work alone and remains adequately supervised at all times by an educator who has attained 18 years of age. Students under 18 are never left unsupervised, are not placed in sole care of children, and are supported directly by an educator or responsible person throughout their participation. Education and Care Services National Regulations (2011 SI 653) - NSW Legislation
149 (Reg)	Volunteers and students	Playtime maintains accurate records for every student and volunteer participating in the service, including full personal details, required identification, Working With Children Check verification where applicable, and daily attendance records showing dates and hours of participation. All students and volunteers are inducted into service expectations, supervised appropriately at all times, and documented

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Law/ Reg	Law/ Regulation	Our Response to:
		within the workplace register to ensure records remain current, compliant and aligned with child safety obligations Education and Care Services National Regulations (2011 SI 653) - NSW Legislation
168 (Reg)	Education and Care service must have policies and procedures	Playtime maintains current, comprehensive policies and procedures to guide safe and compliant practice in line with the Education and Care Services National Regulations and the National Quality Framework. Education and Care Services National Regulations (2011 SI 653) - NSW Legislation
170 (Reg)	Policies and Procedures are to be followed	Playtime ensures that the Approved Provider takes reasonable steps to ensure nominated supervisors, educators, staff, students and volunteers understand and follow all required policies and procedures through induction, access to current policy documents, ongoing training, supervision and regular review of practice. The Nominated Supervisor monitors compliance and addresses breaches promptly to uphold regulatory, operational and child safety standards. Education and Care Services National Regulations (2011 SI 653) - NSW Legislation
171 (Reg)	Policies and Procedures are to be kept available	Playtime ensures that current policies and procedures are readily accessible to nominated supervisors, educators, staff, students and volunteers through electronic systems and service records, with hard copies available upon request. Current policies and procedures are also available for inspection at the service premises at all times the service is operating, or whenever requested by an authorised officer or stakeholder. Education and Care Services National Regulations (2011 SI 653) - NSW Legislation
172 (Reg)	Notification of change to policies or procedures	Playtime ensures that families are provided with at least 14 days written notice prior to any policy or procedure change that significantly impacts the service's provision of education and care, family access to the service, fees charged, or the way fees are collected. Where an immediate

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Law/ Reg	Law/ Regulation	<i>Our Response to:</i>
		policy change is required to protect the safety, health or wellbeing of a child, families are notified as soon as practicable following implementation. Education and Care Services National Regulations (2011 SI 653) - NSW Legislation

National Quality Standard – Governance & Leadership

Quality Area		Standard/Element		Our Response to:	
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QA 4.1	<i>Standard - Staffing Arrangements</i>	<i>Staffing arrangements enhance children's learning and development.</i>
QA 4.1.1	Element- Organisation of Educators	The Organisation of educators across the service supports children's learning and development.
QA 4.1.2	Continuity of Staff	Every effort is made for children to experience continuity of educators at the service.
QA 4.2	<i>Professionalism</i>	<i>Management, educators and staff are collaborative, respectful and ethical.</i>
QA 4.2.1	Professional Collaboration	Management, educators and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills.
QA 4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships.
QA 7.2	<i>Leadership</i>	<i>Effective leadership builds and promotes a positive organisational culture and professional learning community.</i>
QA 7.2.2	Educational leadership	The educational leader is supported and leads the development and implementation of the educational program and assessment and planning cycle.
QA 7.2.3	Development of professionals	Educators, coordinators and staff members' performance is regularly evaluated and individual plans are in place to

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		support learning and development.
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Guiding Principles

To ensure effective implementation, the following principles guide this Student Policy:

- **Child Safety:** The safety and wellbeing of children remains the highest priority during all student participation.
- **Induction and Ongoing Training:** All new staff will be provided a staff handbook during onboarding. Policy expectations are discussed during inductions. The policy will be revisited in performance reviews, professional development sessions, and staff meetings. Feedback is encouraged and welcomed to maintain relevance and effectiveness.
- **Professional Learning:** Students are supported to learn in a safe, respectful and professionally guided environment.
- **Supervision and Accountability:** Students remain under the direct supervision of an educator, Nominated Supervisor or responsible person at all times.
- **Confidentiality:** Students must maintain confidentiality regarding all child, family and staff information.
- **Compliance:** Students must meet all placement, identification and screening requirements before commencement.
- **Record Keeping:** Accurate sign in and sign out records, identification checks, workplace register updates and required documentation are maintained securely to meet legal, regulatory and child safety obligations. Workplace register changes are recorded within required timeframes to ensure service records remain current.
- **Partnership and Inclusion:** Playtime values positive engagement with families, students, and community members, ensuring that all participation supports learning, inclusion, and the service's child-safe culture.

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- **Continuous Improvement:** Procedures are regularly reviewed to reflect current legislation, best practice, and feedback from educators, families, and governing bodies.

Related Policies

- Child Protection Reporting Policy
- Code of Conduct Policy
- Delivery and Collection of Children Policy
- Providing a Child Safe Environment Policy
- Safe use of Digital Technology and Online Environment Policy
- Staffing Arrangements Policy
- Supervision Policy
- Tobacco, Vape, Drug, Alcohol Free Environment Policy

Policy Created/ Reviewed

The policy will be reviewed bi-annually by: Approved provider or delegate, director, employees, children and families.

Key Terms

Term	Meaning	Source
Child protection	The legal and moral responsibility to protect children from abuse, neglect, and harm, including the obligation to report concerns under mandatory reporting requirements.	Education and Care Services National Regulations, Reg. 84; Children and Young Persons (Care and Protection) Act 1998 (NSW)
Child Safe Code of Conduct	A document outlining expected standards of professional behaviour for all adults interacting with children at the service. It supports Playtime's commitment to maintaining a safe and respectful environment.	National Principles for Child Safe Organisations (Australian Human Rights Commission, 2019)

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Direct Supervision	Active oversight by an educator, nominated supervisor or responsible person	National Quality Framework
Student	A person undertaking approved work placement, practicum, vocational learning or work experience within the service	Education and Care Services National Regulations, Reg. 149
Working with Children Check (WWCC)	A screening process that assesses a person's suitability to work or volunteer with children. A valid and not-prohibited WWCC (or equivalent clearance) is required before commencing any role that involves contact with children.	Child Protection (Working with Children) Act 2012 (NSW)

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