

Student Procedure

Playtime Policy Reference

Student Policy

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

Student Pre-Commencement

- Students must provide a Work Placement Agreement that is signed by the student, the service, and the training college before commencement. Students must follow all expectations of their training authority. The nominated supervisor may terminate any placement if it is not in the best interests of the service.
- Students must provide a current Working with Children Check (WWCC) (or ID if under 18 years old) to the Nominated Supervisor prior to commencing placement at the centre.
- The nominated supervisor will verify identification and WWCC, copy the original, and file it securely.
- If a WWCC is not current, the student must apply and pay for one before starting and provide documentation as evidence.

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Policy published	April 2026	Last review date	April 2026	Next review date	April 2027

- The Nominated Supervisor is to inform families, children, and educators when work experience students are present at the Service, including their role and hours they will be attending the Service
- The student must complete a *Student and Volunteer Information Record* and return to the Nominated Supervisor.
- A *student induction record* must be completed by the Nominated Supervisor before the student is placed in any rooms. This includes valuable information about Child Protection Reporting Obligations, emergency evacuation etc
- Management will allocate an educator to support the student during placement and introduce them to the team.
- The Nominated Supervisor is to inform the students that they must always remain in direct supervision by a staff member, not be left unsupervised or included in ratio at any time.
- Nominated Supervisor is to negotiate with the student the times/hours to be worked, and dates of the placement.
- Provide a poster with a photo introducing themselves and outlining the reason for their placement
- Notify the nominated supervisor of any medical conditions affecting their ability to perform their role.

Prohibited Actions for Students

- Administering medication.
- Taking photos or images of children.
- Using photos or images of children as part of practicum studies or children engagement.
- Communicating directly with families about a child's progress or personal information.
- Putting themselves or children in vulnerable or unsafe situations.

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- Use personal devices in learning spaces or environments including iPad, Mobile phones or Smart Watches.
- Participating in nappy changing or toileting unless supervised.
- Smoking, vaping, tobacco products and related devices are prohibited within Playtime Childcare premises at all times. These items must not be used on site, during breaks on service grounds, or while wearing service uniform, identification, or clothing associated with the service.

Grounds for Termination of Student Placement

- Does not comply with all policies and procedures addressed in the student induction
- Repeated lateness or failure to attend without notifying the nominated supervisor.
- Failure to follow management directions or repeated inappropriate behaviour.
- Disrespectful behaviour towards families, children, or staff.
- Harming a child.
- Using offensive language.
- Attending the service under the influence of alcohol or drugs.
- Does not keep up to date with their work placement tasks
- Removes any child or children from the direct supervision of an educator
- Is unable to maintain or hold a current Working with Children Check
- Has access to their mobile phone whilst working directly with children
- During professional photography shoots, all parties (service, families and photographer) will sign the *Photography Permission and Agreement Form* prior to the session.

Monitoring, evaluation and review

The policy will be reviewed annually by: Management - Approved provider, Director, Employees – Educators, Children and Families

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Roles and Responsibilities

Role	Responsibility
Approved Provider	- Will ensure that obligations under the Education and Care Services National Law and National Regulations are met. - Ensure they take reasonable steps to ensure that the nominated supervisor, educators, staff, and volunteers follow the policy and procedures. - Will ensure the workplace register is updated within 14 days of any change to student details, attendance arrangements, Working With Children Check information or other required record changes. - Will ensure they provide the nominated supervisor, educators, staff and volunteers the documentation to

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	perform their role, follow policy, procedure, and document according to regulatory and service requirements. • Will ensure that adequate induction process is provided to all staff to ensure they have time to read and understand policies and procedures and seek further information if unsure. • Will ensure that the nominated supervisor and staff are equipped with ongoing professional development and training they require to comply with this policy. • Will encourage feedback from stakeholders regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. • Ensure the policy is kept up to date with current legislation, research, and best practice. • Ensure that they meet the requirement under the Education and Care Services National Regulations to implement and keep a record to document the details of all students and volunteers. • Supply the service with a student information record which must include the full name, address, and date of birth of each student or volunteer who participates at the service. • Ensure that students undertake an induction to the service and complete a student volunteer induction record with the nominated supervisor which should also be stored with the student employment record. • Ensure all students complete a student study record whilst they are attending the service to monitor progress. • Ensure the nominated supervisor ensures they check student employment records on a regular basis to ensure details of students • and volunteers are maintained and updated to meet all legislative requirements.
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Role	Responsibility
	- Will conduct regular staff meetings to address policy compliance with legislation, policy implementation, changes to policy and or collect feedback for annual review of policy. - Liaise with learning institutions and accept suitable student placements under the institution's supervision - Assist learning institutions to place suitable students with individual educators - Ensure student's paperwork and insurances are current.
Educators	- Will adhere to and implement the obligations under the Education and Care Services National Law and National Regulations. - Ensure they take reasonable steps to follow the service policy and procedures and seek advice or further support if unsure. - Will ensure they complete and document any related records regarding the implementation of this policy and practice requirements of the service. - Will attend any ongoing professional development, staff meetings and training they require to comply with this policy and practice requirements of the service. - Will provide feedback to the nominated supervisor or approved provider regarding the policy's effectiveness, particularly in relation to identifying and responding to child safety concerns. - Will provide feedback regarding policy review when required. - Maintain open communication with work experience students and volunteers along with their practicum teachers about their performance - Support all student's and volunteer's practicum requirements to the best of their ability during the placement - Work as a team sharing appropriate skills and knowledge with each student and volunteer - Ensure all colleagues are provided with relevant information about tasks the student is required to complete in the service as part of their practicum

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	• Be aware of student expectations • Encourage students to seek help and advice as required • Be positive role model, showing appropriate behaviour and conduct themselves in a professional manner • Guide the student throughout the day • Make the student feel welcome and a valued member of the team
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Role	Responsibility
	• Ensure students, volunteers and/or visitors are under the direct supervision of the approved provider, nominated supervisor, responsible person or educator at all times whilst at the service
Students	• Will participate in the service in accordance with placement expectations, service policies, confidentiality requirements and professional conduct standards. • Will remain under the direct supervision of an educator, Nominated Supervisor, Responsible Person or Approved Provider at all times unless otherwise approved within placement requirements. • Will sign in and out each day as required by the service and complete all placement documentation, including student study records where applicable. • Will maintain confidentiality regarding children, families, staff, observations and service operations at all times, including outside the workplace and on social media. • Will seek support, clarification and guidance when unsure of tasks, responsibilities or expectations. • Will not undertake tasks outside their level of training, placement requirements, or service direction. • Will follow child safe expectations, digital safety requirements and professional boundaries while attending the service.

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	Will immediately report any concern relating to child safety, wellbeing, incidents, hazards or inappropriate conduct to the Nominated Supervisor.
Families	- Will be informed when students are participating within the service as part of learning and placement requirements. - Will advise the Nominated Supervisor of any concern regarding student conduct, interactions, or professional practice within the service. - Will support service expectations relating to child safety, confidentiality and respectful student participation.

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