



# Little Feet Childcare Centre Limited

*"we care for your child"*

## Student Teacher Policy (C13)

**Rationale:** Little Feet Childcare Centre aims to support student teachers who are currently undertaking their studies in ECE. We also encourage, guide and support them in their professional development to achieve their required learning outcomes, as stated by their tertiary institution.

### Procedure:

1. All student teachers are required to contact the centre prior to their commencement for an orientation.
2. On the Orientation day two forms of ID and current and successful police vetting result is sighted by the associate teacher and copies are made of the originals.
3. On the first day, the student teacher is required to display their profile on the notice board and she/ he is introduced to parents and children by their associate teacher.
4. All student teachers are required to wear their student badges (if available) and dress appropriately while on teaching practice.
5. All student teachers are welcomed in the centre by all staff for the duration of their teaching experience.
6. Student teachers must notify the centre/associate teacher if they are unable to come on a certain day for any reason.
7. Student teachers are to familiarise themselves with the centre policies and procedures folder with special focus on emergency evacuation policy with guidance from his/her associate teacher.
8. Student teachers are to be informed by the associate teacher of allergies or special care requirements for individual children.
9. Student teachers will always be supervised by a staff member when with the children.
10. Student teachers are prohibited to change nappies or toilet train any child.
11. Student teachers who witness any accidents must inform a qualified staff and/or a First Aider on site.
12. Student teacher must obtain parental permission of children if they wish to photograph them for their learning practicum. Associate teacher will verify permission slip before pictures are taken.
13. Student teachers are prohibited to upload any centre photos or videos on their personal social media.
14. Student teachers are required to maintain professional relationship with all parents, children, and staff.
15. The use of mobile phones is only allowed during break times. Mobile phones are to be turned off and kept off the floor.

16. Student teachers may use the staff room for meal breaks. Coffee and tea will be provided by the Centre.
17. Student teachers notes and documentations must avoid reference to child/children's full names. Children will be referenced as child "A" or Child "B".
18. Student teachers may set up activities for children with the support of their associate teachers or qualified staff.
19. Student teachers will be required to make up for their hours if they are away.
20. **Student teachers will not be counted in the adult child ration at any time.**

***All student teachers are required to maintain children, staff, and centre confidentiality at all times!!***