

WORK EXPERIENCE POLICY

Date of approval: 10 October 1996

Last reviewed: August 2004

To be reviewed as required

POLICY STATEMENTS:

PROCEDURES

Only one work experience student placement will be available each year, at the discretion of the Director.

Trainee teachers or other students studying Early Childhood Studies will be placed only at the discretion of the Director.

Work experience students, trainee teachers and other students are under the guidance of the Director and are encouraged to participate in the kindergarten program as appropriate.

All work experience students, trainee teachers and other students will be required to sign the Confidentiality statement.

Should a work experience student or trainee teacher or other student injure themselves in any way at kindergarten they should immediately be registered under the kindergartens work cover policy.

RELATED POLICIES

Confidentiality

Insurance

HIV/AIDS and Hepatitis B

Privacy

RESPONSIBILITY

Director