



## 5.4 Student Teachers Policy

### Rationale

We enjoy the input that student teachers have to offer. Kaiako appreciate students who are able to connect with our children, use their initiative, respect all children and the knowledge and experience of our kaiako. Most importantly, we enjoy seeing students engaging with the children and enjoying their work. The following procedures have been formulated to offer each student guidance in their practices and to protect them against any allegations of child abuse.

[Link to OMP Value - Being Professional and ethical](#)

### Procedures

- Before a student is allowed to interact with our tamariki they must show Team Leader a valid Police Check that has been carried out within a year and two forms of ID, one of which must be a photo ID.
- No student is to be left alone with any child or group of children.
- No student is to change or toilet any child.
- No student is authorised to administer first aid or medicine to any child.
- All students are to be made to feel welcome and part of our team for the duration of their teaching experience.
- Students are to be made aware of emergency procedures.
- Students are to be made aware of any allergies or special care requirements for individual children.
- Students are required to refer all problems, queries or suggestions to their Associate Teacher.
- All Kaiako are to make themselves approachable to students.
- Students need to familiarise themselves with our procedures and policies.
- Students sign an individual contract with their Associate Teacher which outlines details such as start and finish times. Breaks for lunch are negotiated with the student's Associate Teacher.
- Students are permitted to use phones during their lunch time break and after the children have left for the day.
- Students must notify their Associate Teacher if they are ill and unable to come to OMP.
- Students are never to be included in the calculation of the teacher : child ratio.
- Parents are notified of the presence of any student via email and notice in classroom.
- All students are required to display a personal profile intended as an introduction for parents to read.
- Parents will be informed and when possible introduced to students at OMP.
- Students are to gain parent permission before taking photos of children.

Introduction date: May 2021	Review date: May 2022
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent approval and comment.

Reference: Licensing Criteria 2008, GMA7.