

Introduction

C&K is committed to the health, safety and wellbeing of children, employees, and all visitors, including students. C&K welcome and value the contributions of students who complete a practicum or work experience placement at a C&K centre.

At C&K, child protection and safeguarding is a shared commitment – across leadership, governance, employees, families and centre visitors such as students. As a signatory to the Queensland Government's Statement of Shared Commitment, C&K recognises that every interaction counts in creating an environment where children feel safe, secure and self-confident.

For the purposes of this procedure:

- **Student:** A person enrolled and studying a course with an educational provider and is completing a practicum or work experience placement at a C&K centre. Examples:
 - A person studying an approved early childhood qualification completing a practicum placement at a C&K centre;
 - A year 10 high school student completing work experience at a C&K centre.
- **Images:** Still photos and video recordings. Images of children are classified as personal information and are recorded, used, stored and archived in strict compliance with the *Privacy and Confidentiality Policy* and this procedure.
- **Electronic device:** Any device capable of recording, storing, sharing or transmitting images, including but not limited to smartphones, wearable technology including smartwatches and smart glasses, tablets, cameras and computers.
- **Personal Electronic Device:** Any electronic device capable of recording, storing, sharing or transmitting images, that is the property of a C&K employee, student, volunteer or contractor that works with children. Examples include, but are not limited to, tablet, camera, computer, smartphone, smartwatch or smart glasses.
- **C&K-Issued Electronic Device:** A tablet or camera capable of recording, storing, sharing or transmitting images, that is the property of C&K.
- **Electronic Storage Device:** A portable product designed to store and transport files and images. Examples include, but are not limited to, USB drives, external hard drives and memory cards.

Persons NOT included in the definition and not in scope of this procedure:

- A person enrolled and studying a course with an educational setting/provider and participating in and contributing to a C&K program beyond their practicum placement without payment. This person would be a centre-based volunteer. Refer to the *Centre Based Volunteers Procedure*.

To work, study or volunteer at a C&K centre a person must:

- Not be a Restricted Person; and
- Immediately stop work in regulated child-related work or volunteering if they become a restricted person.
- Hold a Blue Card if required (see Appendix 1)

Registration and Induction Process

Early Childhood Education Manager (ECEM)/Regional Manager (RM) approval **MUST** be obtained before a student placement can proceed. The Centre Director/Nominated Supervisor or Responsible Person in Charge can discuss possible opportunities with a student but they must refer this to their ECEM/RM as they do not have the authority to approve a student placement at their centre. ECEM or RM is required to record approval via the *Student Placement Agreement*.

The following steps **must** be completed prior to a student commencing.

Step 1:

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Obtain the following information from the student:
 - FULL name (first, middle and surname)
 - Approximate start and end date of engagement at centre
 - Date of birth
 - Educational provider name
 - Evidence of course enrolment
- Request from the Student a copy of their Student Placement agreement
- If the Student is enrolled at one of the education institutions listed below, C&K holds confirmation of its public liability insurance:
 - Australian Catholic University (ACU)

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- University of Southern Queensland (UniSQ)
- The University of Queensland (UQ)
- Queensland University of Technology (QUT)
- Charles Sturt University (CSU)
- La Trobe University
- Creche and Kindergarten College / C&K College of Early Childhood (C&K College)
- Swinburne University of Technology (Swinburne)
- Central Queensland University / CQUUniversity (CQU)
- Kirana Colleges (Kirana College)
- University of New England (UNE)
- Victoria University
- If the Student is not enrolled at one of the education institutions listed above, request from the Student a copy of Proof of the education institution's Public Liability Insurance
- Contact the ECEM/Regional Manager to discuss the request for student placement to proceed.
- Provide this procedure including induction checklist to the Student.

Step 2:

Early Childhood Education Manager/Regional Manager will:

- ECEM will review and discuss the student's request to complete a practicum or work experience placement at a C&K centre and determine if the student's request can be accommodated at that centre.
- Student placement is limited to one student per kindergarten centre at a time to ensure minimal disruption to the children and the program. For larger Childcare centres, one student may be placed in kindergarten room and one in under three's room.
- Any additional placements are to be discussed with and approved by the ECEM/RM.
- Consideration is given to prioritise placements for C&K employees and students studying through C&K College.
- Forward the Student Placement agreement and proof of the education institution's Public Liability Insurance to Legal prior to sign off by Regional Manager
- Advise Centre Director/Nominated Supervisor or Responsible Person in Charge (RPIC) if the practicum or work experience placement is approved:
 - If not approved – Centre Director/Nominated Supervisor or Responsible Person in Charge will advise the student and no further steps in this procedure will be taken OR
 - If approved - Centre Director/Nominated Supervisor or Responsible Person in Charge will move to the next step.
- If the student's training organisation has indicated that payment will be made for the student's placement, the Centre Director/Nominated Supervisor or Responsible Person in Charge must negotiate with RM as to how any payment from a third-party training organisation will be processed. It is not to be assumed this payment will be paid to an individual C&K employee.

Step 3:

Centre Director/Nominated Supervisor or Responsible Person in Charge will:

- Schedule an induction meeting with the student
- Go through/complete the Induction Checklist with the student.
- Obtain a copy of the documents required.
- Email completed induction checklist and registration documents to whs@candk.asn.au at least 2 weeks before the anticipated student commencement date.
- Create a centre personnel file for student and update centre Staff Schedule.
- Welcome the student by informing children, families and the team their commencement date, days/times and role/responsibilities.
- Ensure the student **does not** commence until a confirmation email has been received from whs@candk.asn.au.
- A student working with children cannot commence until an induction checklist has been completed, and their Blue Card has been linked to Blue Card portal.
- Instances of non-compliance with this procedure will be escalated to the relevant RM and Chief People Officer (CPO) for formal performance management.

Student will:

- Attend induction meeting and complete all items of the Induction Checklist.
- Provide Centre Director/Nominated Supervisor or Responsible Person in Charge a copy of all required documents.

Step 4:

Workplace Health and Safety team will:

- Record details on the *C&K Student Register*.
- Link student's Blue Card to Blue Card portal.

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- Send an email confirmation to Centre Director/Nominated Supervisor or Responsible Person in Charge when all information and documentation (including, if applicable, confirmation the student's Blue Card has been linked to the Blue Card Services Portal) has been received and stating the student is permitted to commence at centre.
- Delink student from the Blue Card Portal and *C&K Student Register* when Centre Director/Nominated Supervisor or RPIC has confirmed via email they are no longer engaged at centre/site.
- Report any non-compliance with this procedure to the relevant Regional Manager and Chief People Officer.

Step 5: If the Student continues for a period of longer than 12 months

Centre Director/Responsible Person in Charge or Manager will:

- Ensure the Student completes an Induction Refresher every 12 months and this is documented using the [Student, External Contractor or Volunteer working with Children 12-month Refresher Induction Record](#).
- Scan the completed form to whs@candk.asn.au
- Securely file the completed 12-month Refresher Induction Record in the Student's centre personnel file.

Responsibilities

Centre Director/Nominated Supervisor or Responsible Person in Charge in Charge will:

- Complete all steps of the registration and induction process outlined in this procedure prior to a student commencing practicum/work experience placement.
- Prior to a student commencing practicum/work experience placement, advise (verbally and in writing) teachers and educators, students must never be left in sole charge/care of a child(ren) for any length of time AND remain in sight of and under their supervision at all times when with children.
- Meet regularly with student to discuss progress and completion of required practicum/work experience placement tasks.
- Promptly inform the WHS team (whs@candk.asn.au), and remove student details from the *Staff Schedule*, when student has finished practicum/work experience placement. Keep student personnel file for 3 years from the last day of practicum/work experience placement.
- Promptly report and document any concerns regarding the student's conduct or performance to ECEM, WHS team and the student's educational institution.
- Promptly email the WHS team (whs@candk.asn.au) when the Student completes their placement/practicum.

Teachers and educators will:

- **NEVER** leave a student alone with a child(ren) for any length of time.
- Supervise (within line of sight) students when they are with children.
- Encourage students to actively contribute their feedback and ideas to enhance and improve centre quality.

***** Refer to induction checklist for student responsibilities *****

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Student Induction Checklist

Centre Details	
Centre Name	
Centre Address	

Student Details <i>This section is required in accordance with Education and Care National Regulation S149 (1)</i>	
Student Full Name	
Residential address	
Qualification currently studying	
Email Address	
Contact Telephone Number	
Education Provider Name	
Education Provider Supervisor Name	
Education Provider Supervisor Email	
Education Provider Supervisor Telephone	
Placement Start Date	
Placement End Date	

Student Emergency Contacts	One	Two
Emergency Contact Name		
Emergency Contact Telephone Number		
Relationship to the Emergency Contact e.g. partner, mother, father etc.		
Is this person aware (and has agreed to) you are providing C&K with their personal information?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Blue Card/Exemption Card Information	
High school students that are under 18 years that are completing work experience, do not require a Blue Card. Refer to Appendix One for Blue Card Requirements	
Are you a restricted person?	<input type="checkbox"/> No <input type="checkbox"/> Yes Restricted Persons cannot be a student at a C&K centre
Do you have a current blue card or blue card exemption?	<input type="checkbox"/> No <input type="checkbox"/> Yes If Yes, provide the following information:
	Blue Card Type <input type="checkbox"/> Blue Card <input type="checkbox"/> Exemption Card
	Card Number
	Expiry Date
	Date of Birth

Key Student Responsibilities

Meeting Date(s)	
Facilitator Name (Centre Director/Nominated Supervisor or RPIC)	

C&K follow the *National Model Code for Taking Images or Videos of Children while Providing Early Childhood Education and Care (National Model Code)*. Refer to definitions on page 1 of this document.

Students will:

- ☐ When children are present at the centre, store personal electronic devices securely in a 'non-licensed area' not accessed and used by children.
- ☐ When not working with children, access and use personal electronic devices in non-licensed areas when children are present at the centre.
- ☐ Obtain prior written C&K and parent/guardian authorisation before observing a child or recording images of children. Provide a consent form for C&K and parents/guardians.
- ☐ Only use a C&K-issued electronic device to record images of children.
- ☐ Frame photo to de-identify child wherever possible. If the child can be identified in the image, the student must blur the child's face before using it, including blurring names on hats or the child's work.
- ☐ In a developmentally appropriate way. Seek a child's informed consent before capturing their image. Refer to *ACECQA Information Sheet - Empowering children under 5 by asking them to give their consent* for practical guidance.
- ☐ Record and use images of children:
 - In a way that respects their rights, safety and security.
 - That positively showcases and documents their learning, including their strengths, interests and agency, and engagement with the learning environment and their peers.
 - That informs and supports pedagogical reflection and decision-making.
- ☐ Seek Centre Director/Nominated Supervisor or RPIC review and approval of which images are permitted for use. Once images have been approved, the Centre Director/Nominated Supervisor or RPIC will email images to the student's email account.

Students are **never permitted to**:

- ☐ Use a personal electronic device, personal online product/platform or personal electronic storage device to capture, share, store or transmit children's images.
- ☐ Use or have on their possession a personal electronic device* that can record, share, store or transmit children's images, unless prior written authorisation has been obtained for an essential purpose, as listed in appendix 3 of this procedure.
- ☐ Use or have on their possession a personal electronic storage device.
- ☐ Use or access a personal online product/platform, such as email, social media, when working with children.
- ☐ Store a personal electronic device in any location accessed and used by children when children are present at centre; unless prior authorisation has been obtained for an essential purpose, as listed in appendix 3 of this procedure.
- ☐ Force or coerce a child to be in a photograph or video if they don't want to.
- ☐ Record images of children:
 - in bathrooms, toilets, nappy change room/areas, cot/infant sleep rooms, cubbies and any location where a teacher or educator cannot see the image being taken;
 - not appropriately dressed, for example, in their underwear, in a state of undress, completely undressed or with their genitalia or underwear exposed;
 - in a position that could be perceived as sexualised in nature; and
 - when injured or in an emotionally distressed state or dysregulation escalation.

*Wearable smart watches and fitness trackers that cannot record images can be worn when working with children.

[Safe Use and Management of Children's Images for the Educational Program Procedure](#)

[Safe Use and Management of Personal Devices at Centres Procedure](#)

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Confidentiality and Intellectual Property	Associated C&K policies and procedures
<p>As a C&K student you may obtain and/or have access to personal or sensitive information relating to C&K, enrolled children, families and/or C&K employees e.g. health information, contact information, child protection, personal issues, concerns or complaints and/or educational progress.</p> <p>Students will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be respectful of the privacy of children, families, employees and centre visitors. <input type="checkbox"/> Be mindful of when and where discussions that include personal and/or sensitive information. Ensure information is not overheard by unauthorised persons. <input type="checkbox"/> De-identify children's personal information. <input type="checkbox"/> Immediately inform the Centre Director/Nominated Supervisor or RPIC OR C&K's Privacy Officer (privacy@candk.asn.au) of any suspicions or becoming aware of a confidentiality or data breach. <input type="checkbox"/> Acknowledge that all intellectual property created during your time with C&K is owned by C&K. <input type="checkbox"/> Agree that any idea, invention, design or copyrightable work developed (in whole or part) while engaged with C&K belongs to C&K, unless otherwise agreed in writing. Promptly disclose such creations, assign all rights to C&K, and cooperate in securing patents, without additional compensation. <p>Students are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Share personal or sensitive information outside C&K without prior written authorisation from C&K and, if applicable, the parent/guardian. <input type="checkbox"/> Collect, store, use, disclose, or destroy personal or sensitive information except as required for their duties and with C&K's explicit authorisation. 	<p>Privacy Policy</p>
Conduct and Obligations	Associated C&K policies and procedures
<p>Students will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete children's personal care routines (i.e. meal routines, nappy change and toileting routines, sleep and rest routines) under the direct and close supervision (i.e. physically present/standing next to) of a permanent C&K educator. <input type="checkbox"/> Always demonstrate professional and ethical behaviour, in accordance with the C&K Code of Conduct and C&K values. <input type="checkbox"/> Show care, respect, dignity, and empathy to children, families, and C&K employees. <input type="checkbox"/> Perform agreed tasks to the best of your ability. <input type="checkbox"/> Use positive behaviour guidance and seek educator direction when needed. <input type="checkbox"/> Raise concerns first with the Centre Director/Nominated Supervisor or RPIC as outlined in the Grievance Procedure. <input type="checkbox"/> Show initiative, follow C&K educator directions, and seek guidance when needed. <input type="checkbox"/> Be punctual and notify the centre promptly if absent or late. <input type="checkbox"/> Sign in/out of the centre via Konnect as a 'Visitor'. <p>Students are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Harass, discriminate, or vilify anyone based on their gender, race, ethnicity, sexuality, religion, age, disability, beliefs, opinions or background. <input type="checkbox"/> Be in sole charge of a child at any time. <input type="checkbox"/> Administer first-aid or medication to a child. <input type="checkbox"/> Engage in inappropriate conversations about C&K, a C&K child, a C&K employee or C&K family. 	<p>Code of Conduct</p> <p>Supporting Relationships and Partnerships Procedure</p> <p>Supporting Children's Behaviour Procedure</p> <p>Complaint Management Procedure</p>

Workplace Health and Safety	Associated C&K policies and procedures
<p>C&K is committed to providing a safe and healthy workplace for children and C&K employees, students, volunteers, external contractors and visitors. Students must comply with their obligations under the Work Health and Safety Act 2011 and C&K Workplace Health and Safety Policy and Procedures.</p> <p>Students will:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Immediately report hazards, near misses, accidents or incidents to the Centre Director/Nominated Supervisor or RPIC. <input type="checkbox"/> Take reasonable care for their own health and safety and that of others. <input type="checkbox"/> Follow displayed procedural posters, emergency maps and plans. <input type="checkbox"/> Comply with all reasonable or lawful direction of C&K employees, <p>Students are never permitted to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Be adversely affected by alcohol or other substance. <input type="checkbox"/> Smoke or vape within the grounds of or within 5m from a centre boundary. <input type="checkbox"/> Bring any vaping equipment or vaping substances to the centre. <input type="checkbox"/> Bring any hazardous items to the centre e.g. button batteries. Equipment, clothing or craft materials powered by button batteries are strictly prohibited. 	<p><u>Workplace Health and Safety Policy Statement</u></p> <p><u>Child Centre Incident Reporting Procedure</u></p>

Centre/Site Induction
<ul style="list-style-type: none"> <input type="checkbox"/> Centre Tour <ul style="list-style-type: none"> • Sign in/out as a 'Visitor' via iPad/Konnect • First Aid Officers • Location of toilets, handwashing facilities, first aid kits, secure storage for personal electronic device. <input type="checkbox"/> Centre Emergency Evacuation and Lockdown Procedures: <ul style="list-style-type: none"> • Responsibilities • Location and use of fire equipment • Evacuation routes • Assembly point • Emergency contact numbers • Complete <u>Fire Safety Instruction Record Form</u> <input type="checkbox"/> Familiarise students with medical management plans as displayed <input type="checkbox"/> Outline relevant site hazards and risk assessment plan. Show location of risk assessment plan folder. <input type="checkbox"/> Introductions – children, families and centre team (if required) <input type="checkbox"/> Brief overview of routines

Student Confirmation and Acknowledgement

I confirm:

- ☐ I have read, understood and will abide by the key responsibilities outlined this induction checklist.
- ☐ I will access C&K policies and procedures relevant to my role as a student on the C&K Website – [Information for C&K Students, Volunteers and Contractors working with children](#).
- ☐ I am not a Restricted Person under Queensland's Blue Card System. I
 - have not been issued with a Negative Notice.
 - do not have a suspended Blue Card or Exemption Card.
 - am not a disqualified person.
 - have not been charged with a disqualifying offence that has not been finalised.
- ☐ I have never been the subject of a workplace or regulatory authority investigation relating to child harm or inappropriate interactions with a child.
- ☐ I have never been convicted of a criminal offence relating to child harm or inappropriate interactions with a child.
- ☐ The information recorded in this induction checklist is true and correct.
- ☐ I will immediately inform the Centre Director/Nominated Supervisor in writing if any information I have provided to C&K changes.

Student First Name and Surname	
Student Signature	
Date	

If under 18, this induction checklist must be reviewed and signed by your parent/guardian before you can commence:

Parent/Guardian First Name and Surname	
Parent/Guardian Signature	
Date	

Centre Director/Nominated Supervisor Confirmation and Acknowledgement

I confirm:

- ☐ All items of this induction checklist have been completed.
 - ☐ Current Blue Card/Exemption Card (if applicable)
 - ☐ Student Placement Agreement (if not already held by C&K as per Step 1 of this procedure)
 - ☐ Public Liability Insurance for Educational Institution (if not already held by C&K as per Step 1)
- ☐ I have provided a copy of this procedure and the completed induction checklist to the student.
- ☐ A personnel file for the student has been created.
- ☐ A copy of this induction checklist and all required supporting documents have been scanned and emailed to whs@candk.asn.au
- ☐ I have securely filed this completed induction checklist and documentation in the student's centre personnel file.

Centre Director/Nominated Supervisor First Name and Surname	
Student Signature	
Date	

Appendix One – Blue Card Requirements

- Most students will require a valid Blue Card.
- High school students under the age of 18 completing work experience do not require a Blue Card.
- Students under the age of 18 completing placement for a qualification/degree do require a Blue Card.
- A student that requires a Blue Card cannot commence at a C&K Centre until they receive/hold a current Blue Card, and it has been registered on the online Blue Card portal by C&K. **NO LINKED CARD NO START.**
- A registered health practitioner may not require a Blue Card if their study relates to their current AHPRA registration. A Blue Card **is** required if their duties are outside of the scope of their AHPRA registration.

Appendix Two – Definitions

Emotional (Psychological) Abuse

Emotional abuse of a child may include use of inappropriate comments or behaviour towards a child which results in significant emotional harm or trauma including but not limited to verbal abuse, threats, manipulative behaviour, hostility, rejection, deliberately making a child feel unimportant or embarrassed or exposing child to domestic and family violence or stories and/or media about violence.

Grooming Behaviours

Involves a person manipulating a child, parents/guardians and/or significant persons such as teachers and educators to gain their trust, build rapport, and exert their power over them so they can then abuse a child. Grooming tends to follow patterns that may include these behaviours:

- targeting a specific child
- building trust and rapport with the child and their family
- giving the child special attention such as giving gifts for no special occasion that makes the child feel they owe respect and trust
- making physical contact with a young child that is sexual in nature and inappropriate
- spending time alone with the child rather than spending time with people of similar age
- referring to a child's body in an inappropriate manner
- isolating the child
- beginning to sexualise the relationship with the child
- maintaining overall control of the child once sexual abuse has occurred, for example using secrets, blame and threats

Neglect

Neglect happens when a child's basic needs are not met, affecting their health and development. Basic needs include food, housing, clean-living conditions, health care, adequate clothing, personal hygiene and adequate supervision.

Physical abuse

Physical abuse happens when a child has been hurt or injured, and it is not an accident. Physical abuse does not always leave visible marks or injuries. Physical abuse can include physical/corporal punishment, hitting, shaking, choking, smothering, throwing, burning, biting, poisoning and using physical restraints.

Sexual abuse

Sexual abuse occurs when an adult, other child or adolescent uses their power or authority to involve a child in sexual activity. Sexual abuse includes but is not limited to:

- Kissing or holding a child in a sexual manner
- Exposing a sexual body part to a child
- Having sexual relations with a child under 16 years of age
- Talking in a sexually explicit way that is not age or developmentally appropriate
- Fondling a child in a sexual manner
- Penetrating a child's vagina or anus by penis, finger or any other object
- Oral sex
- Rape
- Showing pornographic images to a child
- Having a child pose or perform in a sexual manner
- Forcing a child to watch a sexual act

Sexual misconduct

Includes inappropriate conversations of a sexual nature, comments that express a desire to act in a sexual manner, unwarranted and inappropriate touching, inappropriate personal correspondence (including electronic communications such as e-mails, Facebook and text messages) with a child or young person, inviting a child to your home or other venue, or to drive in your car without permission from the parent/guardian, watching children undress when supervision is not required.

Physical (Corporal) Punishment

Use of physical force with the intention of causing a child to experience pain or discomfort to correct or punish a child's behaviour.

Inappropriate discipline

Examples of inappropriate discipline which may constitute a serious breach of the National Law and/or National Regulations and could potentially be considered criminal matters:

- hitting, pushing, slapping, pinching or biting a child
- force-feeding a child
- yelling at or belittling a child
- humiliating a child
- physically dragging a child
- locking children away (or isolating them)
- depriving a child of food or drink
- unreasonable restraining of a child (this may include restraint in a highchair)
- excluding children from events
- consistently moving children to the office or other space away from the play areas
- moving children to another room as punishment
- verbally or physically threatening a child.

Other examples of inappropriate practice are:

- negative labelling of child or family
- criticising a child's actions or behaviours
- discouraging a child from taking part in activities
- blaming or shaming a child
- making fun of or laughing at or about a child
- using sarcastic or cruel humour with or to a child
- excessive use of negative language to a child, such as, "no" "stop that!" "don't..." "you never..."
- taking photos or audio recordings of a child without asking them first or proceeding after they say 'no'.

Appendix Three – Approved essential purposes for students to use a personal electronic device when working with children

Approved Essential Purpose	Authorisation Required	Authorisation Required
Receive urgent communication regarding a critically ill or dying family member.	To be determined in consultation with the student and at the discretion of Centre Director/Nominated Supervisor	Written authorisation of the Centre Director/Nominated Supervisor via <i>Use of Personal Electronic Device for Essential Purposes Authorisation Form</i>
Electronic device used to manage a diagnosed medical condition e.g. blood glucose meter/glucometer or heart monitor.	Throughout the student's engagement with centre	
Electronic device to assist hearing loss/impairment and/or speech/language impairment/disorder e.g. Augmentative and Alternative Communication Device and/or hearing device.	Throughout the student's engagement with centre	