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| Policy and Procedure Guide |
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| Subject: Students / Workers on Short-term Placement in Kindergarten | Date Effective: September 2011 Review Date: By end of December 2012 |
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Responsible to: Senior Teachers

Applies to: All student teachers, trainees and workers participating as part of recognised training schemes

Purposes:

1. To accept and administer placements in a way that is reasonable to all concerned and that recognises teacher input as appropriate.
2. To provide guidelines for student/worker placement in WRFKA kindergartens.

Definitions: •

References:

- Visitors in Kindergartens Policy
- Kindergarten-Based Student Scheme Policy

POLICY

1. The Association recognises and supports the practical placement of students and workers as part of adult education and training programmes.
2. In the case of teacher trainees, only students from the following training institutions shall be placed in WRFKA Kindergartens:
 - Victoria University of Wellington
 - The Open Polytech of NZ
 - Te Tari Puna Ora O Aotearoa (NZ Childcare Assn)
 - Whitireia Community Polytechnic
 - Massey University
3. Student teachers from other teacher education institutions may be considered for placement. These will be considered by the Team Leader Senior Teachers on a case by case basis.
4. All students/workers are ultimately responsible to the Head Teacher of the kindergarten. They must at all times be aware of and abide by the policies and procedures of the kindergarten and the Association.

PROCEDURES

1. Institutions wishing to make a placement must approach the Association for approval in the first instance. These requests will be considered by the Senior Teachers.
2. The Association shall retain the right at all times to accept or decline placements dependent upon individual circumstances.

3. Head Teachers may not delegate full responsibility for the care of children to students attending the kindergarten either as observers or for teaching practice.
4. Work with students/workers must not take preference over kindergarten programmes or Association business.
5. If the student/worker placement becomes unsatisfactory for any reason, the teacher will inform the Senior Teacher and/or Team Leader Senior Teachers