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**STUDENT** **KAIAKO** **POLICY**

**RATIONALE**

At Flying Kiwi Preschool we enjoy the input that student kaiako have to offer our centres, kaiako and tamariki. Kaiako appreciate students who are able to get down to the level of each tamaiti, use their initiative, and respect all tamariki and the knowledge and experience of our kaiako. Most importantly, we enjoy seeing students playing with the tamariki at their level 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 tamaiti abuse.

**TE** **WHĀRIKI**

***Belonging/******Mana******whenua******-******Goal******2:*** Students experience an environment where they know that they have a place.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Governance,** **Management** **and** **Administration:** **Professional** **Practices**

**GMA7A:** All children's workers who have access to children are safety checked in accordance with the Vulnerable Children Act 2014.

Safety checks must be undertaken and the results obtained before the worker has access to children.

The results of the safety checks must be recorded and the record kept as long as the person is employed at the service.

Every children's worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf.

**DOCUMENTATION** **REQUIRED:**

A written procedure for safety checking all children's workers before they have access to children that meets the safety checking requirements of the Vulnerable Children Act 2014; and A record of all safety checks and the results.

**PROCEDURES**

* Kaiako employed at Flying Kiwi Preschool who happen to be in centre-based training courses are considered 'kaiako'and not 'students'.
* Student kaiako will be welcomed into Flying Kiwi Preschool subject to safety checking procedures. If we are relying on the safety check completed by another organisation (for example a tertiary institution), we will obtain written confimation of the components of the safety check completed. We will always carry out our own identity confirmation and risk assessment.
* No student is to be left alone with any tamaiti or group of tamariki.
* No visiting student is to change or toilet any tamaiti without supervision.
* No student is authorised to administer first aid or medicine to any tamaiti.
* 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 tamariki.
* Students are required to refer all problems, queries or suggestions to permanent kaiako.
* All kaiako are to make themselves approachable to students.
* Students need to familiarise themselves with Flying Kiwi Preschool policies and procedures.
* Students sign an individual contract with their associate kaiako which outlines details such as start and finish times. Breaks for lunch are negotiated with the student's associate kaiako and morning and afternoon tea breaks are ten minutes.
* A folder with information specific to students is available in the office and students should make themselves familiar with this folder.
* Students are permitted to use the phone at breaks or lunch time, but are to be respectful of the fact that mātua are often trying to phone in.
* Students must notify their associate kaiako if they are ill and unable to come to work. · Mātua are notified of the presence of any student via the daybook.
* All students are required to display a personal profile intended as an introduction for mātua to read.
* Mātua will be informed and when possible introduced to students who are in the centre.

**Date** **approved:**

**Review** **date:**