

Policy Title: Students, Researchers & Volunteers Policy

Classification: Human Resources

Monitored by: Senior Teachers

Approved by: GM Professional Services

Effective Date: December 2021

Review Date: December 2023

Objective: To ensure appropriate students have access to HCK kindergartens to complete their study requirements.
To ensure that researcher and volunteer requests are considered thoroughly and fairly, taking the needs of the Association into account.

Commitment: HCK is committed to supporting students and researchers who engage in early childhood education and professional research. They also wish to support volunteers in our community and will consider all applications thoroughly and fairly.

Related Documents

- Visitors to Kindergarten Policy

Policy Details:

Students in Kindergartens

1. Only students from an approved training provider will be accepted for teaching experience in our kindergartens. Approved training providers are:
 - Victoria University of Wellington
 - Te Rito Maioha Early Childhood NZ
 - Massey University
 - The Open Polytechnic of NZ
2. The student must be following a course of training recognised by NZQA (eg: a Degree or Diploma of Teaching).
3. The GM Professional Services will consult with the training provider and establish protocols for placing students in kindergartens. These protocols will be shared with teachers. This will include the training provider informing the GM Professional Services of student names, kindergarten location and placement dates.
4. If non-approved training providers seek to make a placement directly with a kindergarten, the Head Teacher will discuss this with the GM Professional Services before a decision is made. This includes any students undertaking study other than early childhood or from secondary schools.
5. Teachers wishing to become an Associate Teacher must be fully certified and have completed the HCK Associate Teachers application process.

Researchers in Kindergartens

1. Anyone wanting to undertake research in a kindergarten will be referred to the GM Professional Services for approval.
2. A thorough ethics approval process will be followed, including gaining approval from the whānau of any child who will be part of the research.

Volunteers in Kindergartens

1. HCK will consider applications from people wishing to volunteer in our kindergarten. All applications will be made to the GM Professional Services.
2. Strict health and safety requirements must be met, including police vetting and proof of a valid COVID-19 vaccination pass.
3. In general, people who may be eligible to volunteer will include:
 - Students who need voluntary hours to complete their early childhood training
 - People considering training to become an early childhood teacher
 - Students from a tertiary institution who require time in an early childhood service (eg: nursing students, psychologist trainees)
 - People wanting to volunteer to support the kindergarten programme
 - Secondary school students who require work experience as part of their study.

Review:

This policy will be reviewed biennially in consultation with staff.