

Students in the Centre – Procedure PO150

1. BACKGROUND

To set guidelines that enable Centre management, staff and whānau to be assured that students who come into the Centre have been safety checked, prepared for and mentored during their practicum.

To ensure that the Children's Act 2014, and our own Child Protection Policy is adhered to.

2. BACKGROUND INFORMATION

The Ōtātara Children's Centre, is regularly asked to host students from: teacher training institutions, local high schools, other areas of EIT, to attend the Centre as part of their training and work experience. We feel we have a responsibility to ensure ECE teachers in-training have an opportunity to observe and develop high quality teaching practices in our Centre.

3. PROCEDURE

1. Training institutions, EIT tutors, teachers or other support staff approach the Centre to ask us to host a student.
2. We accept or decline depending on our ability to support the student at any given time and subject to the student's suitability regarding the outcome of a safety check as per the Children's Act 2014 and own Child Protection Policy.
3. Before accessing the centre, the Centre Manager (or representative), will ensure the student is safety checked, confirmation of identity is sighted and risk assessed. Records of this process will be kept at the centre.
4. An associate/mentor teacher will be allocated to each student. The associate teacher will be responsible for;
 - Introducing the student to the staff, families, and children.
 - Familiarising the student with the Centre routines and expectations.
 - Giving the student the student pack and going through the materials in it.
 - Completing the student induction form together.
 - Guiding and supporting the student in his/her professional development.
 - Meeting with the student to discuss Centre and student practices, assignments and answering questions.
 - Helping the student develop strategies for meeting academic requirements.
 - Meeting with the visiting tutor as required.

- Writing a report according to the training institution's guidelines and expectations.
5. The Centre expects students to have clear aims and objectives.
 6. Students observations and assignment work is to be shared with teachers so that the student can be supported in their work.
 7. All information Students require for coursework is made available to them (excluding sensitive or personal whānau information).
 8. The Centre expects tutors/lecturers to visit the students during their placement in the Centre and discuss the student's progress with Centre educators.
 9. Centre educators expect to be given the opportunity to report on and take part in student's practical work assessment in the Centre.
 10. It is asked that students arrive with a written introduction and photo for display.

Document information – Office use only	
Document Name	Students in the Centre
Document Number	PO150
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Strategic Projects and Partnerships
Developer	Supervisor Children Centre
Review Frequency	24
Last Review	19/07/2026
Next Review	19/07/2028
Related Items	Children's Act 2014 – click here OCC Child Protection Policy – click here
Version history	New format July 2020 Migrated format March 2023 Reviewed for EIT as independent entity June 2026