



## STUDENT OR VOLUNTEER DETAIL FORM

### CONTACT DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date of Birth\*: \_\_\_\_\_

Email Address: \_\_\_\_\_

\*Date of Birth is required to verify Working with Children Check.

### PLACEMENT DETAILS (if student)

Placement Dates: Start \_\_\_\_\_ Finish: \_\_\_\_\_

Days of Placement: \_\_\_\_\_

Hours of Placement: \_\_\_\_\_

Training Organisation: \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Contact: \_\_\_\_\_

### EMERGENCY CONTACT DETAILS

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

### WORKING WITH CHILDREN CHECK (if over 18 years)

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

- I declare the above information and true and correct
- I have read, understand, and signed the Code of Conduct and agree to abide by the Code of Conduct at all times during my placement at Cabonne Family Day Care

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CODE OF CONDUCT FOR STUDENTS AND VOLUNTEERS

I, \_\_\_\_\_ (Name)

Of \_\_\_\_\_ (Address)

As a student or volunteer with Cabonne Family Day Care Service, and the Approved Provider being Cabonne Council, I always agree to abide by the Code of Conduct during my placement. By reading and signing this Code of Conduct, all persons agree to the Code, and will have a clear understanding of the behaviours and standards expected by Cabonne Family Day Care.

### Students and Volunteers agree to:

- Learn and abide by the relevant legislation requirements including Education and Care Services National Law and National Regulations
- Learn and abide by the Early Childhood Australia's Code of Ethics 2006
- Willingly participate in, and receive, supervision and guidance from our educators
- Understand and actively abide by the relevant policies and procedures of the service
- Represent the service in a positive way
- Only discuss confidential information or issues of the service with the appropriate educators or Coordinator, and not with any persons outside the service (unless required by law)
- Not to smoke, take illicit drugs or consume alcohol immediately prior to, or when on duty, on the educator's premises
- Treat all children, families, educators and visitors with courtesy, respect, and consideration at all times
- Respond positively to complaints within appropriate timeframes by directing them to the most appropriate person's
- Contribute to building a safe, harmonious, equitable and non-discriminatory workplace
- Maintain safe and healthy environments and spaces, which enhance children's learning development, engagement, initiative, self-worth, and dignity
- Act in the best interest of the children at all times
- Value, respect and support the abilities and knowledge of other educators, children, and their families
- Wear clean, neat clothes appropriate to the role
- Display identification for parents/guardians to sight

By signing the above stated individual agrees to work to this Code of Conduct while on placement or volunteering at the Cabonne Family Day Care Service.

Name: \_\_\_\_\_

Staff Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_