

SAFETY AND WELFARE INFORMATION FOR STUDENT TEACHERS

The University of Melbourne requires all Student Teacher Coordinators, supervising teachers and student teachers to comply with the following with respect to Occupational Health and Safety and Duty of Care for the provision of off-campus professional experience programs in schools and other educational settings.

The school must provide either a brief induction session or written information for student teachers prior to the commencement of their placement. This information must include:

- The school's duty of care to its students, staff and student teachers as stated in its Code of Conduct;
- Occupational Health and Safety procedures in the school/setting and appropriate excursions and camps;
- Accident, first aid, emergency and evacuation procedures and responsible personnel;
- Staff and student Welfare Policies and student Discipline Policy; and
- Policy regarding signing in at the school, leaving the school/setting during working hours and authorized attendance outside normal working hours;
- Each school should make their professional expectations of student-teachers explicit and should not make demands of student teachers beyond University placement descriptions.

Student teachers must ensure that:

- They provide schools/settings with a copy of their Working With Children Card;
- They provide schools/settings with the sealed envelope containing medical emergency contact information (to be collected at completion of placement);
- They actively seek this information if the school has not provided it;
- They do not act beyond their level of competence;
- Physical contact with the intention to punish, discipline or restrain pupils, or contact which is prolonged, effusive or of a sexual nature is strictly avoided;
- Yard duty is undertaken in the company of a qualified teacher;
- A supervising teacher is present during all classes;
- At no time should student teachers be alone with a single unaccompanied pupil;
- In the absence of a supervisor and in the event of a medical emergency, student teachers should offer emergency first aid commensurate with their first aid qualifications and experience and/or contact an ambulance or medical assistance immediately;
- They seek information about policies relating to allergies and anaphylactic shock;
- Camp and excursion duties may be undertaken only in the presence of a qualified teacher. Student teachers can legally be included in the adult – pupil ratio (but NOT the teacher – pupil ratio) and must attend pre-camp information meetings and be issued with safety notes;
- That all incidents of an Occupational Health and Safety nature (injury in the workplace whether physical or psychological) in which they have been involved are reported using the school's procedure and that Melbourne Education Student Centre - Professional Practice is also notified;
- Defamatory remarks (verbal and written) regarding pupils, staff and schools should be avoided;
- Confidentiality of pupil information must be maintained at all times;
- Collection of pupils' work for correction or for sample illustration must be authorised by the supervising teacher and where appropriate the pupil themselves;
- References to specific students and schools must be deleted when reproducing examples of completed work and case studies;
- Pupils at the school may only be photographed, audio or video-taped with prior parental/legal custodian permission - refer to Professional Practice General Manual or Professional Practice website for consent forms;
- They do not give personal details to pupils;
- They do not hold themselves out to be a fully qualified teacher or to allow a client to make this assumption.
- They complete and submit the medical emergency form at each placement.