**Student Teacher – Associate Teacher Agreement (ECE)**

Victoria University of Wellington has clear expectations about the Student Teacher’s role and behaviour during Professional Practice placements. Completing this form assists the Student Teacher to clarify the parameters of the centre in which they are placed. Each centre is responsible for ensuring that Student Teachers have been adequately briefed about the health and safety aspects of the site and ensuring that they are safe while undertaking a placement there. The centre should notify Victoria University of Wellington about any health and safety incident involving the Student Teacher as soon as possible by emailing [professionalpractice@vuw.ac.nz](mailto:professionalpractice@vuw.ac.nz)

|  | **Details to be recorded** |
| --- | --- |
| **Centre details** | |
| Centre address |  |
| Centre phone number |  |
| Associate Phone number |  |
| Associate Email Address |  |
| Hours of operation |  |
| General points about the centre community |  |
| **Professional matters** | |
| Introductions - names to remember |  |
| How staff like to be addressed |  |
| Hours of attendance for student: 7.5 hours + lunchbreak |  |
| Arrangements for lunch and other break times |  |
| Use of phone and cell phone |  |
| Confidentiality |  |
| Contacting the Associate Teacher if the Student Teacher is unwell – when, how |  |
| Programme information that may help the Student Teacher understand their observations |  |
| **Care of children** | |
| How children address adults |  |
| Policy on changing – only permitted under centre policy and with direct supervision |  |
| Specific details on individual children |  |
| **ID Documents** | |
| Student ID Document/s Checked | Yes / No |
| **Health and Safety** | |
| General introduction to the centre covering health and safety |  |
| Introduction to the hazard or risk register or information about notable hazards in the environment and the controls in place to mitigate the hazards and associated risks |  |
| Evacuation processes for fire, earthquake, tsunami |  |
| Location of assembly areas |  |
| Procedures for severe weather, lockdown and Covid-19 |  |
| Location of manual call points (fire alarm) |  |
| Procedures for medical situation and policy on administering first aid |  |
| Who and where are the first aiders? |  |
| Location of the first aid kits |  |
| Name of person taking responsibility for the wellbeing of student while on placement |  |
| **Routines** | |
| Number of children in the centre |  |
| Number of children not mobile |  |
| Age range of children |  |
| Guiding positive behaviour policies and practices |  |
| **Student Teacher participation expectations** | |
| As an individual |  |
| At group times |  |
| As a member of staff team |  |

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| **Other Matters** | | |
|  | | |
| **Signature/date** | | |
| **Associate Teacher** |  | **Date:** |
| **Student Teacher** |  | **Date:** |