

Guidelines for Working with Practicum Students in Family Services

Head Start Performance Standards:

1302.92, 1302.94

Department of Early Learning and Care (DELIC) Certified Child Care Centers:

414-305-0360 Other Staff and Volunteers

Educational institutions sometimes seek placements for their students at Head Start. The purpose of such placement is to provide professional experience for students in social service and Human Service programs. Head Start's purpose in accepting practicum students, in addition to contributing to the student's education, is to utilize their talents and capabilities to enrich Head Start for our families.

Requirements:

- Must have prior Family Services approval for practicum placement.
- Volunteer must complete all necessary paperwork with HR.

Suggested Job Responsibilities:

- Assist in set up and clean up for meetings.
- Publicize center and community events to parents.
- Research local and national resources in response to parents' expressed needs and interests.
- Assist with health screenings at center.
- Maintain bulletin boards, parent rooms, pamphlet racks, etc.
- Accompany Family Services staff to community board or partner meetings.
- Assist with program recruitment.
- Assist with center safety and sanitation routines.

If the practicum student has the desire and ability to participate more directly with families, the following activities may also be included:

- Accompany Family Services staff on home visits where children will be present. The student will actively engage with the children but will also experience some of the other aspects of home visiting. **This activity requires the consent of the family and prior approval by Family Services.**

- Provide training to or co-facilitation of parent group, in area of student's interest, i.e. wellness, crafts, exercise, computers. **This activity requires prior review and approval by Family Services.**

Family Services Staff's Responsibilities:

- Interview prospective student for appropriateness.
- Report to student's supervisor /tutor as specified by institution.
- Provide on-going support and supervision to student.
- Establish and review goals.
- Ensure volunteer has completed all required paperwork.
- Review confidentiality policy.
- Review Volunteer Handbook.
- Inform HR of student's placement.

FA Staff's Responsibilities:

- Review these guidelines thoroughly.
- Set student's tasks and schedule in good time; plan ahead for meaningful activities and tasks.
- Communicate with Family Services staff supervising student.
- Review confidentiality policy and agreement.
- Ensure this person's valuable time is used respectfully.
- Thank and acknowledge practicum student's contribution to our program.

Site Manager Responsibilities:

- Ensure student gets required site orientation and follows visitor sign-in procedures.
- Ensure practicum students are never left alone with children (HSPPS 1302.94, **(DEL 414-305-0360)**).
- Ensure a welcoming environment and complete a center tour/staff introduction
- Provide feedback on practicum student's performance for evaluations when requested.
- Communicate with Family Services if concerns arise regarding attendance or confidentiality.