

Parent and Carer Professional Placements Policy

(Ratified by School Council: October 2026)

PURPOSE:

This policy explains Glen Waverley Primary School's position on professional placements requested by parents and carers of students currently enrolled at the school. Its purpose is to protect student privacy, maintain clear professional boundaries, avoid actual or perceived conflicts of interest, and preserve the independence and integrity of placement supervision and assessment.

SCOPE:

This policy applies to all unpaid or paid professional placements, practicums, internships, clinical placements, observations and work-based learning arrangements undertaken as part of a university, TAFE, registered training organisation or other accredited course. This includes, but is not limited to, placements in teaching, education support, psychology, counselling, social work, allied health, administration and community services.

For this policy, a parent or carer includes a parent, guardian, step-parent, foster carer or other person who has parental responsibility for a student currently enrolled at the school.

This policy does not apply to ordinary parent volunteering, paid employment obtained through the Department's recruitment processes, contractors engaged to provide services, or attendance at school activities in a person's capacity as a parent or carer. These activities remain subject to the relevant Department and school policies.

POLICY STATEMENT:

Glen Waverley Primary School will not accept or host a professional placement for a parent or carer while their child is enrolled at the school. This position applies regardless of the proposed year level, class, program, department or supervising staff member.

The school recognises and values the skills, experience and contribution of parents and carers. This policy is not a judgement about an individual's suitability or professional capability. It is a consistent organisational safeguard designed to protect students, families, placement candidates and staff.

RATIONALE:

Hosting a parent or carer as a professional placement candidate may create risks that cannot be fully addressed by placing the person away from their own child. These risks include:

- actual, potential or perceived conflicts between the person's role as a parent or carer and their responsibilities as a placement candidate
- access to confidential information about the person's child, the child's peers, other students, staff or families
- difficulty maintaining clear boundaries between parent communication and professional placement responsibilities
- real or perceived pressure on staff who supervise, assess or provide feedback to the placement candidate
- concerns from students, staff or other families about privacy, impartiality or preferential treatment
- an impact on the child's privacy, independence, peer relationships or sense of safety at school

- limitations on the school's capacity to provide an appropriately independent, broad and professionally challenging placement experience.

A consistent school-wide position provides clarity, supports equitable decision-making and avoids requiring individual staff members to determine whether a particular family relationship can be managed.

REQUIREMENTS:

Requests from parents and carers

Parents and carers who enquire about completing a professional placement at the school will be advised of this policy and encouraged to work with their education or training provider to identify an alternative placement setting. School staff must not make an informal commitment or provisional arrangement with the parent, carer or provider.

Requests from placement providers

When the school receives a placement request, the placement coordinator or principal's nominee will:

1. confirm whether the proposed candidate is a parent or carer of a currently enrolled student
2. decline the placement if this policy applies
3. provide a brief explanation that the decision reflects the school's conflict-of-interest, privacy and professional-boundary requirements
4. avoid sharing unnecessary information about the student or family with the provider
5. record the request and the school's response in accordance with normal administrative practices.

Disclosure

Prospective placement candidates must disclose to their placement provider and the school if they are a parent or carer of a student enrolled at the school. If the relationship becomes known after a placement has been arranged, the school will contact the provider promptly and request that the candidate be allocated to another site.

Existing placements

If this policy is introduced while an affected placement is already underway, the principal will consult the placement provider and consider child safety, privacy, continuity and procedural fairness before determining whether the placement should conclude at the school or transfer to another site. Any interim arrangements must be documented.

Exceptions

No exceptions will be approved while the placement candidate's child is enrolled at the school. Where a parent or carer identifies exceptional personal circumstances, they should discuss alternative placement arrangements or reasonable adjustments directly with their education or training provider.



Glen Waverley Primary School

Established 1960

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Roles and responsibilities

Role	Responsibility
Principal	Ensures the policy is applied consistently, seeks advice when required and manages any transition involving an existing placement.
Placement coordinator	Screens placement requests, communicates with providers, maintains appropriate records and ensures no placement begins without formal approval.
School staff	Do not make informal placement commitments and direct all enquiries to the placement coordinator or principal.
Placement candidate	Discloses the parent or carer relationship and complies with provider and school requirements.

Communication and complaints

The school will communicate decisions respectfully and consistently. A person who has questions or concerns about the application of this policy may contact the principal. Complaints will be managed in accordance with the Department's Complaint Resolution policy and the school's complaints policy.

RELATED POLICIES:

- Child Safety and Wellbeing Policy Complaints Policy
- Student Wellbeing and Engagement Policy
- Visitors Policy
- Volunteers Policy

RELATED DEPARTMENT POLICIES AND LEGISLATION:

- Department of Education Pre-service Teacher Placements in Victorian Government Schools policy
- Department of Education Conflict of Interest policy
- Department of Education Visitors in Schools policy
- Department of Education Working with Children Checks and Other Suitability Checks for School Volunteers and Visitors policy
- Department of Education Schools Privacy Policy
- Child Safe Standards and Ministerial Order 1359

POLICY EVALUATION:

The Principal and Placement Coordinator are responsible for reviewing and updating the Parent and Carer Professional Placements Policy. The review will include input from students, parents/carers and the Education subcommittee. This policy will be reviewed annually by the Education Committee (School Council)

DUE DATE FOR REVIEW:

This policy is due for review October 2027.