



# Volunteers and Students Policy

Adopted 09/05/2016

## Introduction

Visitors to care and education settings are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children.

Students attend practicum periods, volunteers may choose to spend time in the service along with tradespeople, educators and staff from other services and other authorised volunteers.

The presence of visitors at the service must be monitored and documented. The service encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings. Children also benefit from access to adults with a range of perspectives and skills to share.

## Goals – What are we going to do?

Records relating to visitors and students to our service will be maintained.

Educators and staff will abide by regulatory protocol when visitors are in the service.

## Strategies - How will it be done?

The Approved Provider, Nominated Supervisor or Certified Supervisor will:

- Maintain a visitors book and request sign in of all visitors to the service;
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all staff to use with visitors;
- Keep a record of all volunteers and students who spend time in the service. The record will include: full name; address; date of birth; date and hours of each volunteer or student who participates in the program;
- Be aware of protocols and guidance supplied by universities, TAFEs or Registered Training Organisations in relation to participating students.

Educators and staff will:

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately and make the Nominated or Certified Supervisor aware of a visitor presence in the service;
- Welcome family and friends to visit and participate at any time.

Families will:

- Be aware of who they are providing access to the service for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

## ***Statutory Legislation & Considerations***

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

## ***Sources***

Department of Education, Employment and Workplace Relations - [www.deewr.gov.au](http://www.deewr.gov.au)

Early Childhood Australia - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

Community Childcare Cooperative Sample Policies – [www.cccnsw.org.au](http://www.cccnsw.org.au)

## **Evaluation**

All educators and staff will maintain a safe and secure environment for other staff, the children, families and visitors to the service.

**Adopted by the Management Committee**

**Signed by: Naomi Simpson, President**

**Date Signed: 09/05/2018**

**REVIEW DATE: 09/05/2018**

## **Appendix**

# **Induction Protocol**

The nominated supervisor/Certified Supervisor will conduct the orientation of volunteer, work placement or work experience students. In his/her absence, the responsible person will conduct the orientation process.

This will include:

- A tour of the centre
- An overview of expectations including:
  - (a) Interactions with children and families;
  - (b) Modeling of appropriate nutrition, sunsafe behaviors', etc.;
  - (c) Workplace health and safety;
  - (d) Dress code;
  - (e) Procedures such as signing in and out, etc.;
  - (f) Boundaries of the volunteer, for example a member of staff is to supervise them at all times, they are not alone with children, they are not expected to deal with children's hygiene needs, etc.
- The student will be given a copy of the Volunteers and Students Handbook.
- The responsible person and student will sign and copy any forms required by their education facility or governing body.
- The responsible person will ensure that a Working with Children Check has been carried out or will instigate this process.