



Volunteers and Students Policy

Review Date: 13/07/2023

Introduction

Visitors to preschool are a regular occurrence. Family members or potential enrolments visit preschool when deciding on care for their children.

Pre-service students attend work placement, 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. Our preschool encourages student and volunteer participation 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 protocols when visitors are in the preschool and maintain a child safe environment.

Strategies - How will it be done?

The Approved Provider, Nominated Supervisor or Responsible Person will:

- Maintain a Visitor Register and request all visitors to sign-in upon arrival at 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;
- Provide orientation to volunteers and students;
- Be aware of protocols and guidance supplied by universities, TAFEs or Registered Training Organisations in relation to participating students.
- Follow our "Providing a Child Safe Environment" policy and procedures at all times.

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately and make the Nominated Supervisor or Responsible Person aware of a visitor presence in the service;
- Welcome children's family and friends to visit and participate at any time.
- Follow our "Providing a Child Safe Environment" policy and procedures at all times.

Families will:

- Be aware of who they provide access to the service for when they enter the gate themselves and are requested to be aware of unknown visitors and to direct them accordingly.
- Provide Court Orders to inform the service of any person prohibited from attending the service.
- Advise staff if a new authorised person will collect their child.
- Reminder authorised family members to bring photo identification with them if collecting a child for the first time.

Statutory Legislation & Considerations

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

Education and Care Services National Regulations 2011 Regulation 157

Sources

Department of Education
<https://www.education.gov.au/>

Early Childhood Australia -
www.earlychildhoodaustralia.org.au

Community Childcare Cooperative Sample Policies –
www.ccccnsw.org.au

Related Policies

Providing a Child Safe Environment

Students and Volunteer Handbook

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:

Date Adopted: 13/07/2021

REVIEW DATE: 13th July 2023

APPENDIX

Induction Protocol

The Nominated Supervisor or Responsible Person 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) Modelling of appropriate nutrition, sun-safe behaviours, 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 to deal with children's hygiene needs, etc.
- The student will be given a copy of the Student and Volunteer 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 before commencement in the preschool (except for families).