

Volunteers and Students Policy



Review Date: 28/11/2025

Introduction

A high volume of correspondence passes through the centre.

Well maintained records enable the service to function efficiently and contribute to transparency and accountability.

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.cccnsw.org.au