



Volunteers and Students Policy

Rationale

Visitors to our centre are a regular occurrence for a variety of reasons. The presence of visitors at our service must be monitored and documented. We encourage student and volunteer participations as we are committed to assisting students gain valuable experiences in early childhood settings.

Aim

This policy will ensure records relating to visitors and students to our centre are maintained and that educators and staff will adhere to regulatory protocol when visitors are in our centre.

Implementation

The Approved Provider, Nominated Supervisor or Certified Supervisor will:

- Maintain a visitors book and request all visitors to our preschool to sign it,
- Ensure staff understand the regulatory and ethical guidelines relating to visitors at our service 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, this 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 guidelines supplied by universities, TAFEs or RTOs in relation to participating students.

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

Policy Availability

Review

Updated: March 2013

Signed:

Sources

Department of Education, Employment and Workplace Relations

Early Childhood Australia

Review

This policy will be reviewed (how often)

Date for next review:

The review will be conducted by:

- Staff
- Management committee
- Families

Links to NQS

QA 4	Standard 7	Element 3.5
------	------------	-------------

Links to Education and Care Services National Regulations & National Law 2011

Sections 149, 168 and 177	Volunteers and Students; Policies and Procedures; Documents to be kept by Approved Provider
------------------------------	--