



Volunteers & Students

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 maintenance personnel, 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.

Aim:

- 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
- To ensure all those required to hold WWCC show their WWCC number prior to engaging with children as per *Child Protection (Working with Children) and Other Child Protection Legislation Amendment Act 2016*.

Volunteers and Students - Strategies:

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 RTOs in relation to participating students.
- Be aware of those who are exempt from requiring a WWCC as per the NSW Working with Children legislation.

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.

Evaluation

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

References:

Community Child Care Co operative – “Volunteers and Students” sample policy.
www.ccccnsw.org.au

Department of Education, Employment and Workplace Relations
www.deewr.gov.au

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

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/about-the-check/exemptions>

Statutory Legislation & Considerations

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

Education and Care Services National Regulations 2011: 149, 168 & 177.

Issued By:
President Sara Castillo
Kangaroo Valley Preschool Committee

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S. Castillo

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