

Visitors, Volunteers & Students Policy

2019

National Quality Standard

QA 2	Children's Health & Safety
2.3	Each child is protected
6.3	The service collaborates with other organisations and service providers to enhance children's learning and wellbeing
6.3.1	Links with relevant community and support agencies are established and maintained
6.3.2	Continuity of learning and transitions for each child are supported by sharing relevant information and clarifying responsibilities.
6.3.3	Access to inclusion and support assistance is facilitated.
6.3.4	The service builds relationships and engages with their local community

National Regulations

77	Health, Hygiene and safe Food Practices
85	Incident, injury, trauma and illness policies and procedures
90	Medical conditions policy
97	Emergency and Evacuation procedures
145	Staff Record
149	Volunteers and Students
156	Relationships in groups
165	Record of Visitors
166	Children not to be alone with visitors
299	Additional staff members or volunteers

Aim

Potential families, student educators, extended family members, community members, maintenance personnel, potential staff, teachers from local schools, health promotional agencies, assessors and personnel from D.E.C, TAFE and university observers, performers, child psychologists and educators from other services are a few of the visitors that present themselves to Medowie Gumnut Preschool from time to time. We welcome the participation of these people in our preschool program; creating a warm, inviting atmosphere. While also committing to monitoring their presence when in our centre.

RATIONALE

Medowie Gumnut Preschool welcomes and hosts visitors for a wide variety of reasons. In the interests of the health, safety and wellbeing of the children, their families and staff, a record of visitors to the preschool premises will be maintained.

Who is affected by this Policy?

- * Management
- * Educators
- * Children
- * Families

Implementation

While making visitors welcome, all staff members will make the Nominated Supervisor or Responsible Person aware of the arrival and presence of a visitor at Medowie Gumnut Preschool.

Visitors to Medowie Gumnut Preschool are required to sign in, or be signed in by the Nominated Supervisor, in the Visitor's Register.

Records of visitors, volunteers and students, and the dates and times they were on the premises, will be kept on file at Medowie Gumnut Preschool for the time frame required by the regulations depending on circumstances.

Students will be required to provide details of their full name, address, date of birth and education institute prior to their workplace experience. They will be required to complete a Working With Children Check - Volunteer/Student Declaration which will be kept on file along with their related documentation from their educational institute.

Visitors and students will not be left sole in charge of individuals or groups of children while on the preschool premises.

Medowie Gumnut Preschool staff will be asked to be familiar with this policy and their responsibilities when supporting visitors, volunteers and students on the preschool premises.

Visitors that have not been to Medowie Gumnut Preschool previously, will be taken on a 'tour' of the preschool by a staff member to ensure the visitor's and the children's safety while in the Medowie Gumnut Preschool Environment.

It is expected that parent and family volunteers assisting at preschool will act in the safest possible way; particularly when providing maintenance assistance (E.g volunteering in the gardens, and with cleaning etc), or volunteering at preschool events.

Volunteers and Students may be asked to leave the Medowie Gumnut Preschool premises if their behaviour, actions and/or attitude are considered to have a negative or detrimental effect on any child or staff member at the preschool.

The Nominated Supervisor, or the supervisor in da to day charge, reserve the right to refuse entry to, or eject, any visitor, volunteer or student deemed to be behaving inappropriately, and will contact the NSW Police for support if necessary.

Sources

- * Early Childhood Australia: <http://www.earlychildhoodaustralia.org.au/>
- * Fairwork: <http://www.fairwork.gov.au/Pages/default.aspx>
- * Privacy Act: <http://www.privacy.gov.au/law/act>
- * Safework Australia: <http://safeworkaustralia.gov.au/Pages/default.aspx>
- * The Australian Children's Education & Care Quality Authority: <http://www.acecqa.gov.au/>

Review

Last Reviewed: 17/4/2019

Date for Next Review: May 2020