

Volunteers, Students and Visitors

Policy introduction

Visitors to education and care programs are a regular occurrence. Family members or potential families want to visit a program when deciding on care for their children. Students attend practicum placements, volunteers may choose to spend time in the program along with maintenance personnel, educators and staff from other programs and other authorised personnel. The presence of visitors, at the service must be monitored and documented. Weldon encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings.

Our policy in action

As the approved provider we will ensure that:

- Records relating to visitors including volunteers and students to our programs will be maintained
- Educators and staff will abide by regulatory protocol when visitors are in the program

Statutory legislation and considerations

- Education and Care Services National Law 2010
- Education and Care Services National Regulations 2011
- National Quality Standards

Strategies for policy implementation

Our nominated supervisor, certified supervisor, responsible person in charge will:

- Maintain a visitors log and request sign in and out of ALL visitors to the program
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the program and provide an induction/orientation protocol for staff to use with visitors
- Keep an attendance record of all volunteers and students who spend time in the program. The record will include: full name, address, date of birth, date and hours of each volunteer or student who participates in the program
- Ensure that the volunteers or students are provided with appropriate information regarding roles, responsibilities and expectations of the program
- Ensure that volunteers and students are supervised appropriately and feedback is provided to both the volunteer/student and the learning institution

Our educators and staff will:

- Welcome visitors to the program and seek information on their reason for visiting
- Direct visitors appropriately and make the Nominated or Certified Supervisor/Responsible Person aware of a visitor presence in the program
- Welcome families and friends to visit and participate in the program
- Work cooperatively and collaboratively with volunteers and students sharing curriculum, program and sector knowledge

Our visitors will:

- Accept the direction from educators and staff, specifically, volunteers and students will accept the responsibilities as identified by the volunteer job statement/placement description in collaboration with the Coordinator/Director
- Abide by the Education and Care Services National Regulations, the National Quality Standard and Weldon policies and procedures while attending the program
- Undertake any safety training required and observe safe work practices

Volunteer / student application and placement process

Our operations manager will ensure:

- All volunteers are assessed and interviewed in line with recruitment practice prior to placement in a Weldon program including written application, face to face interview, reference checks and a Working with Children Check
- Student placements are agreed and signed with the learning institution
- Volunteer and student documentation is provided to the Finance Manager to ensure all insurance requirements are met

Orientation for volunteers and students

Our nominated supervisor, certified supervisor, responsible person in charge will:

- Volunteers and students are provided with a full program orientation including copies of relevant policies and procedures as identified on the Orientation Checklist
- The Orientation Checklist is signed by the Nominated or Certified supervisor and the volunteer/student

Evaluation

- All educators and staff will maintain a safe and secure environment for other staff, the children, families and visitors to the program
- Visitor documentation is maintained and provides an accurate record of visitors attending the program including volunteer and student placements

Procedures

Weldon procedures that support the implementation of this policy:

- Visitors Log
- Volunteer / Student On-site Checklist
- Volunteers and Students Attendance Record
- Volunteer and Student Information including program orientation and induction
- Parent Manual
- Policy and Procedures Manual
- Recruitment – assessment and selection
- Communications – display board

Links to other policies

- Recruitment
- Code of Conduct
- Parent participation and Communication
- Confidentiality
- Governance and Management
- Professional Learning and Development
- Record Keeping and Retention

National Quality Framework

Education and Care Services National Regulations: 149, 168, 177

National Quality Standard for Early Childhood Education and Care and School Age Care
Standard 7.3 Element 7.3.5

The Early Years Learning Framework

My Time, Our Place National Framework for School Age Care

Sources

- Community Child Care NSW NQF in a Box – policies
- Early Childhood Australia