EARLY LEARNING CENTRE STUDENTS, VOLUNTEERS AND VISITORS POLICY

NATIONAL QUALITY STANDARD RELATED STANDARDS/REGULATIONS

Standard 2.2  
Element 2.2.1  Supervision: At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.

Standard 6.2  
Element 6.2.3  Community engagement: The service builds relationships and engages with its community.

Regulation 149  
Volunteers and students

AIM
To have clear procedures regarding the presence of students, volunteers and visitors, and their roles and responsibilities. To ensure necessary, accurate records are maintained.

EXPLANATION
Canberra Girls Grammar School acknowledges that students, volunteers and visitors enrich the learning program and strengthen community links. We welcome their participation and engagement in our program and learning community. Students, volunteers and visitors are welcome at the ELC. The ELC is committed to assisting our community to gain valuable experience in early childhood settings. Visitors to our preschool may include family members, potential families, students attending professional experience, maintenance personnel, educators, educators from other preschools or schools and other authorised volunteers such as support workers or specialists who are working with children at our preschool. The presence of visitors at the service must be monitored and documented. Records relating to visitors and students to our service will be maintained.

PRACTICE
Management of the ELC will:
• maintain a visitors book at the ELC Office and request sign in of all visitors to the ELC. The ELC Clerical Assistant will copy all WWVP cards and keep on file.
• maintain a record of students and volunteers who participate in the educational program at the ELC. This record will document the individual’s name, date of birth and address, and the hours they participate in the program.
• ensure all educators are aware of, and understand, the regulatory and ethical guidelines relating to students, volunteers and visitors at the ELC.
• not count students, volunteers or visitors in minimum adult:child ratios.
• be aware of protocols and guidance supplied by universities, TAFE/CIT, schools or RTOs in relation to participating students.
• assess the suitability of all students, volunteers and visitors to ensure they pose no risk to children being cared for at the ELC.

Educators will:
• welcome visitors to the service and seek information on their reason for visiting.
• direct visitors appropriately and, when necessary, make the Nominated Supervisor or Responsible Person aware of a visitor’s presence in the ELC.
• ensure that students, volunteers and visitors are always supervised and never left alone with the children.
• ensure that students do not take unauthorised photographs of children (permission must be sought from parents prior to any photographs being taken).
• ensure that volunteers do not take photographs of children.
• ensure that visitors who are family members only take photographs of their own child.
• ensure that students and volunteers are aware of and work within guidelines, such as the ELC Philosophy, Code of Conduct, Policies and Procedures.

Students and/or Volunteers will:
• be aware of, and work within, the ELC Philosophy, Code of Conduct, policies and procedures.
• ensure they are not affected by alcohol or drugs (including prescription medication) when present at the ELC.
• consult with educators regarding correct procedures when confronted with an unexpected event or incident.
• not administer medication nor undress a child or proceed with any first aid measures other than supporting them after first aid has been administered through positive and supportive interactions.
• consult with an educator before beginning any observations on children.
• refer to children only by using their first name when writing observations or lesson plans.
• be punctual for their nominated attendance hours, return from breaks on time and let educators know where they are at all times.
• notify the ELC, and their high school/college/university if unable to attend on any scheduled day.
• take part in the day-to-day routines and activities of the ELC, including assisting in setting up, packing away, cleaning etc.
• present plans/planning folder to the educators a day prior to an experience being presented. Experiences must be discussed and planned with supervising educator prior to being provided to the children.
• dress in a practical and appropriate manner for working with young children. A wide brimmed hat and clothing that offers adequate sun protection must be worn when outside.
• not use mobile phones whilst working with children.
• respect the privacy of the children and the families at the ELC. All information heard within the ELC should be treated as confidential and must not be discussed outside of the ELC unless it is related to the practicum. In this instance all information must be de-identified to protect the privacy of our children and their families.
• meet initially with the Nominated Supervisor and then the educators to ascertain their reason for volunteering and if this suits the current needs of the ELC.
• acknowledge that the Nominated Supervisor has the right to terminate the services of a volunteer for any reason.

Visitors will:
• ensure they sign in and out at the visitor book and provide their WWVP card (if relevant).
• ensure they are not affected by alcohol or drugs (including prescription medication) when present at the ELC.
• follow the directions given to them by educators.
• respect the privacy of the children and the families at the ELC. All information heard within the ELC should be treated as confidential.
• consult with educators regarding correct procedures when confronted with an unexpected event or incident.

Families will:
• adhere to this procedure at all times
• be vigilant, and aware, of unknown visitors to the ELC and to direct them accordingly.

Reviewed by ELC staff 12/4/2018