VOLUNTEERS AND STUDENTS

Quality Area 7: Leadership and Service Management

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

Link to national Quality Standard: 7.3.5

INTRODUCTION

Forest Hill Community Preschool has an open door policy and visitors are a regular occurrence. Family members or potential families want to visit when deciding on education and care for their child/ren. Students attend practicum or work experience, volunteers may choose to spend time in the Preschool and maintenance personnel, educators and specialists from other services and other authorized people visit.

The presence of visitors at the service must be monitored and documented.

The Preschool encourages student and volunteer’s participation to assist students gain valuable experience in early childhood education and care and to raise our profile within the early childhood sector and within the community.

GOALS

* Maintain records relating to visitors, volunteers and students
* Educators and staff will abide by regulatory protocol when volunteers, visitors and students are in the preschool.

STRATEGIES

**The Approved Provider, Nominated Supervisor or Certified Supervisor will:**

* Maintain a visitors book and request sign in of all visitors to the Preschool
* Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the Preschool and will provide an induction protocol for all staff to use with visitors.
* Keep a record of all volunteers or student who participates in the preschool program
* Be aware of protocols and guidance supplied by universities, TAFE or RTOs in relation to participating students

**Educators and staff will:**

* Welcome visitors to the service and seek information on their reason for visiting
* Direct visitors appropriately and let the Director/Nominated Supervisor know
* Welcome families and friends to visit and participate at any time

EVALUATION

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