

VOLUNTEERS, STUDENTS AND OTHER VISITORS POLICY

AIM

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

To ensure records relating to volunteers, students and other visitors to Clarence Family Day Care services are maintained as required under the national regulation.

To assist educators and staff to comply with regulatory protocol when visitors are in the service.

RATIONALE:

Visitors to care and education settings are a regular occurrence. Family members or potential families want to visit a service when making decisions regarding care for their children. Students attend work placement sessions, volunteers may choose to spend time in the service along with maintenance personnel, educators and staff and other authorised people.

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

Clarence Family Day Care encourages student and volunteer participation as we are committed to assisting students gain valuable experience in early childhood settings.

PROCEDURES

The Approved Provider and Nominated Supervisor/Certified Supervisor will:

- Ensure a record of visitors is kept and maintained at the residence of each educator registered with Clarence Family Day Care and require signing in/out of all visitors to the educator's service.
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the service.
- 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, and the reason for the visit;
- Be aware of protocols and guidance supplied by universities, TAFE or other RTO's in relation to participating students.

Educators will:

- Keep and maintain a Visitors Record at the registered premises of their service and require all visitors to the registered premises to sign in, and out.
- Direct and appropriately supervise visitors in their interactions with children in care at the service.
Visitors to the educators service are not to be left alone with children in care.
- Welcome family members that are authorised in writing by the child's parent, to visit and participate in the service at any time. Educators may not delegate their duty of care to another person/visitor.

Relevant Legislation: *Children (Education and Care Services National Law Application) Act 2010*
Education and Care Services National Regulations 2011, section 165; Note: A compliance direction may be issued for failure to comply with this regulation.

Key Resources: *Department of Education, Employment and Workplace Relations - www.deewr.gov.au*
Early Childhood Australia - www.earlychildhoodaustralia.org.au