

**Students, Volunteers and Visitors Policy**

QUALITY AREA 4: STAFFING ARRANGEMENTS

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Policy Statement:

Yarrunga Early Learning Centre is committed to providing a safe environment for all children where their health safety wellbeing is of paramount importance. In order to ensure this is preserved during the engagement of students, volunteers, and visitors’, and in order to remain compliant with regulations and legislation, Yarrunga will abide by the strategies and practices outlined in this policy.

Background:

Visitors to Yarrunga Early Learning Centre are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children.

Accepting students for practicum periods is part of our professional responsibility to support our sector and provide valuable experience and learning opportunities. Volunteer participation includes a range of people that choose to spend time at Yarrunga. This can include volunteers, maintenance personnel, educators, and staff from other services. These visitors are a connection to our local community and an introduction to a variety of new faces. The presence of visitors at the service must be monitored and documented.

Relevant legislation:

Children (Education and Care Services National Law Application) Act 2010 Clause 13(c)

Education and Care Services National Regulations (P135) Regulations: 46, 47(1)

Child Protection (Working with Children) Act 2012 NSW

Location of information:

This information is provided to staff during orientation; included in the Staff Handbook, by request and on Yarrunga’s webpage.

Reference sources:

ACECQ - [www.acecqa.gov.au](http://www.acecqa.gov.au)

NSW Office of the Children’s Guardian - https://ocg.nsw.gov.au/working-children-check

Early Childhood Australia - www.earlychildhoodaustralia.org.au

http://ccccnsw.org.au/members/nqf-in-a-box/policies Sample policies July 2015

Strategies:

1. Goals - What are we going to do?

Records relating to students, volunteers and visitors to Yarrunga will be maintained. Identification may be requested on signing in for verification from nominated supervisor.

Educators and staff will abide by regulatory protocol when visitors are in the service.

1. Strategies - How will it be done?

The Approved Provider, Nominated Supervisor or Responsible Person will:

* Ensure visitors report to the Nominated or Responsible Person to state reason for their visit and be guided to the appropriate room.
* 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 together with their Working with Children Check volunteer number.*
* Maintain a visitors’ book, visitor lanyard and sign in of all visitors to Yarrunga.
* Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all staff to use with visitors.
* All volunteers/students/visitors will be provided with brief induction and be supervised by our educators at all times.
* Ensure that volunteers/students and parent/guardians are not left with sole supervision of individual children or groups of children.
* Be aware of protocols and guidance supplied by universities, TAFEs, or RTOs in relation to participating students.
* Volunteers and students do not make up part of the staff to child ratio and must not be asked to perform tasks:
* That they are untrained, unqualified, or too inexperienced to undertake
* That put the children or themselves in a vulnerable or potentially unsafe situation.

Educators and staff will:

* Welcome students, volunteers and visitors to Yarrunga and seek information on their reason for visiting.
* Direct visitors appropriately and make the Nominated Supervisor or Responsible Person aware of a visitor presence in Yarrunga.
* Comply with the requirement that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety, and wellbeing of children at Yarrunga is protected.
* Comply with the requirement that volunteers/students and parents/guardians are not left with sole supervision of individual children or groups of children.
* Maintain a safe and secure environment for other staff, the children, families, and visitors to Yarrunga Early Learning Centre.
* Encourage the participation and involvement of family and friends at Yarrunga.
* Inform students and volunteers of any children at Yarrunga who have a Medical Condition.

Students/Volunteers will:

* Ensure they have provided all details required to complete the staff record.
* Present a current WWC notification
* Understand and acknowledge the requirement for confidentiality of all information relating to staff and families within Yarrunga (refer to privacy and confidentiality policy)
* Complying with the requirements of the Education and Care Services National Regulations and with all Yarrunga’s policies and procedures, including Code of Conduct Policy.
* Undertake the induction process and complete the induction checklist prior to commencement.
* Follow the directions of staff at Yarrunga at all times to ensure that the health, safety, and wellbeing of children is protected.

Families will:

* Comply with the requirements of the Education and Care Services National Regulations and with all Yarrunga’s policies and procedures, while attending Yarrunga.
* Follow the directions of staff at Yarrunga, at all times, to ensure that the health, safety, and wellbeing of children is protected.
* Only be permitted inside Yarrunga Early Learning Centre after identification and approval by the nominated supervisor/responsible person.
* Be aware of who they are providing access to Yarrunga for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

Visitors will:

* Report to the office for orientation and to discuss purpose of visit (including Albury City Council employees)
* Sign the visitors book and wear the supplied ‘Visitor’s’ Lanyard.
* A copy of the Centre’s WHS Policy is kept in the Visitors’ sign-in book and all visitors are alerted to this policy.

Monitoring & Evaluation

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, Yarrunga will review this policy every 18months.

Families and staff will be given every opportunity and encouragement to be involved in the policy review. In accordance with R. 172 of the Education and Care Services National Regulations, Yarrunga will ensure our families are notified at 14 days before making any changes to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at Yarrunga, a family’s ability to utilise Yarrunga; the fees charged or the way in which fees are collected.

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