

# Konomi Kindergarten Volunteers, Students and Visitors Policy

## Quality Area 4: Staffing Arrangement

### Introduction

All Visitors to Konomi Kindergarten (Students, volunteers, assessment and compliance officers, maintenance people ect.) are monitored at all times while on the premises, and that their visit has been documented in accordance with the Education and Care Services National Regulations 2011. Visitors including family members or potential families want to visit our service when deciding on care for their children. Students attend practicum periods, volunteers may choose to spend time in the service along with maintenance personnel, educators and staff from other services and other authorised volunteers. The presence of visitors at Konomi will be monitored and documented in the visitor time sheet. Konomi kindergarten encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings.

### Goals

- Records relating to visitors and students to our service will be maintained.
- Educators and staff will abide by regulatory protocol when visitors are in the service.

### Who is affected by this policy

Staff

Families

Child

Management

Community

### Strategies

#### The Director, Nominated Supervisor or Certified Supervisor will:

- ✓ **Ensure that this policy is maintained and implemented at all times.**
- ✓ On arrival at the Service, Families should be aware of who they are letting into the Service and guide these unknown visitors to a member of staff, or advise a member of staff who can then approach the visitor. Please note that these guidelines are for the safety of children and Staff in the Service.
- ✓ Make sure that all Educators/Staff are aware of the requirements when welcoming Visitors, Volunteers and Students into the Service. Please note that at no times are any Volunteers, Students, or Visitors to be left alone or alone with children at the Service without supervision from a member of Staff, the Director, or Nominated Supervisor.
- ✓ Maintain a visitors book and request sign in of all visitors to the service;
- ✓ Provide the Working with children's check forms to be signed by the students. (**Verify student's and volunteer's check with children clearance number if applicable.**)
- ✓ Up dated in Oct 2014, no changes for children's services.
- ✓ Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and are provide with an induction protocol for all staff to use with visitors;
- ✓ 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;**
- ✓ Be aware of protocols and guidance supplied by universities, TAFEs 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 make the Nominated or Certified Supervisor aware of a visitor presence in the service;
- ✓ Welcome family and friends to visit and participate at any time.
- ✓ Staff will supervise students, volunteers, parents who take part in the program and visitors directly when children are present

**Families will:**

- ✓ Be aware of who they are providing access to the service for when they enter themselves and are requested to be aware of unknown visitors and to direct them accordingly.

**Evaluation**

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

**Statutory Legislation & Considerations**

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011 (P135)
- National Quality Standards 2011/ 4.1

**Sources**

- Department of Education, Employment and Workplace Relations - [www.deewr.gov.au](http://www.deewr.gov.au)
- Early Childhood Australia - [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)
- Education and Care Services National Regulation 2011- 168-2-I, 177-180
- Education and Care Services National Law Act 2010
- Guide to the National Quality Standard 2011

**Review**

The policy will be reviewed annually. Review will be conducted by staff / educators, parents and any interested parties.

Policy Reviewed in June 2014

Next review date: June 2015