

Only Early Learning Centre



Volunteers, Students and Visitors Policy

Policy Number 37

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Aim

Only Early Learning centre values the participation of students and volunteers. Our service supports participation of students (including work placement) and volunteers wanting to develop professional skills and knowledge in the Early Education industry. Only Early Learning Centre aims to build relationships with community members and provide appropriate learning opportunities for students and volunteers to contribute to the service programs. To ensure a professional learning experience, students and volunteers will be encouraged to participate in the centre's daily routine and assist in accordance with their qualification necessary to work with children under the National Quality Framework.

Who is affected by this policy

Children
Educators
Staff
Management
Visitors
Families

Students

All students who attend Only Early Learning centre to complete work placement will follow these guidelines at all times in a professional and respectful way:

- Learning about the children through interaction and practical experience
- Develop the skills and knowledge needed to care for and educate children
- Learn about the importance of working as part of a team
- Learn expectations assimilated by qualified educators within the Early Education industry
- Work a variety of shifts to gain knowledge of different aspects of service operations
- Bring in a poster introducing themselves to display in the room that they will be working
- Discuss with the Student Coordinator any problems that they are experiencing
- Adhere to all centre policies and procedures
- Work within the routine for the allocated room and centre as a whole
- Sign the centre Sign-In and Sign-Out trainee register as explained by the Student Coordinator
- Protect the confidentiality and privacy of the children, families, educators and centre as a whole

Prior to the Start of Placement

- The student is expected to visit the centre to introduce themselves to gather relevant information to commence the placement.
- Only Early Learning Centre will provide the student with a copy of this policy as well as a Student Details Form to complete.
- The student will need to provide a current Working with Children's Check before beginning the placement.

Supervision of Students

As per the Education and Care Services National Regulations, Only Early Learning Centre will ensure the student is always adequately supervised. All students are not to be left on their own with children.

Student Coordinator:

The Nominated Supervisor will appoint a Student Coordinator who will be responsible for the following, for the duration of each students work place/practicum placement:

- Student orientation, including:
 - Discussing the student's times, hours and dates of placement
 - Work through the Student Induction Pack and Checklist
 - Take the student on a tour of the service, showing emergency exits, staff rooms and bathroom facilities
 - Introduce the student to educators and their Lead Educator
 - Show the student where they can access the Service's policies
 - Liaise with learning institutions
 - Ensure student's/volunteer's paperwork and insurances are current
- Ensure all educators are provided with relevant information about tasks that each student is required to complete in the service as part of their practicum
- Discuss any concerns raised by the student in regard to their placement
- Discuss with students any concerns raised by educators or the centre in regard to their placement

Only Early Learning Centre Educators:

For the duration of all student work placement, all Only Early Learning Centre educators will:

- Keep open communication with all students regarding their performance
- Keep open communication with all student teachers and organisations about performance
- Support all students undertaking work placement needs during their placement
- Encourage students to ask for help and seek advice
- Be a positive role model, showing appropriate behaviour and conduct themselves in a professional manner
- Guide each student throughout the day
- Ensure all students are always directly supervised during the day

Volunteers

All volunteers who attend Only Early Learning Centre will follow these guidelines at all times in a professional and respectful way:

- Provide Only Early Learning Centre with their Working with Children's Check
- All volunteers must sign in and out using the visitors log in the foyer area of the centre
- All volunteers are expected to conduct themselves according to the Policies and Procedures of the centre
- Protect the confidentiality and privacy of the children, families, educators and centre as a whole

Only Early Learning Centre Volunteer Responsibilities

- Volunteers will not be included in the staff to child ratio and will not be used to fill the place of an employee
- Volunteers will not be asked to perform tasks that they are untrained in, unqualified to do or too inexperienced to do
- All volunteers will be adequately supervised at all times, and will not be left alone with children at any time

Visitors

Only Early Learning Centre aims to provide an open and friendly learning environment, which values and actively encourages visitors to our service. At the same time, Only Early Learning Centre recognises the duty of care to ensure a safe environment for our children and staff, and recognise the responsibility to protect students and staff, and to preserve resources against theft, vandalism, and misuse.

Visitors to the centre can include:

- Parents and employees
- Those who are addressing a learning or developmental need such as:
 - Parent of community volunteers
 - Invited speakers
 - Sessional instructors
 - Representatives of community, business and service groups
 - Local members of the State and Commonwealth Parliaments
- Those who are conducting business such as:
 - Booksellers
 - Official school photographers
 - Commercial sales people
 - Trades people
 - Children's service agents
- Official Child Protection Workers
- NSW Police
- Persons who are authorised to enter on the school premises for a specific purpose, for example Safe Work employees, Council Health and Safety employees

Only Early Learning Centre will ensure that gates and fences are secured to prevent access to the centre, except by way of the designated entrance. Any persons other than staff members. The entry door is the only door available for visitors - anyone approaching any other door should be directed to the main entry door. In order to ensure that the security of the centre is not breached, visitors should only be let into the centre by a staff member who knows the identity of the visitor and the purpose of the visit.

Centre Requirements

The Nominated Supervisor, Centre Director and Responsible persons will consider the following requirements when making decisions regarding visitors entering the service:

- The safety and wellbeing of all children and staff members
- Any potential risks posed by visitors
- The centre's policies and procedures in relation to child safety
- Categories of visitors that will be allowed into the centre and on what conditions
- Potential benefits of different types of visits
- Whether the proposed visit is appropriate for young children
- Whether the proposed visit is for an educational purpose that is consistent with curriculum objectives
- Legal considerations including:
 - Privacy
 - Photography of student
 - Mandatory reporting
 - The delivery of Special Religious Instructions
- The suitability of visitors who will be in a location where children move freely about, learn and play
- Whether an exemption to the Working with Children Check applies to a visitor

Deliveries

Drivers making deliveries to the centre are to be supervised whilst on the service premises, particularly if they are making a delivery to a location when children may be present.

Strangers in the Centre

When it appears that a visitor is inside the centre for other than the usual reasons, they will be regarded as strangers. Educators and staff should maintain the initiative and approach the visitor and politely ask them the purpose of their visit to the centre, and direct them to the Nominated Supervisor, Centre Director, Centre Assistant Director, or the Responsible Person.



Sources

National Quality Standards 2018

- 2.2.1 Supervision
- 2.2.3 Child protection
- 5.1.2 Dignity and rights of the child
- 6.1.1 Engagement with the service
- 6.2.2 Access and participation
- 6.2.3 Community engagement

Education and Care Services National Regulations 2011

- 157 Access for parents
- 165 Record of visitors
- 166 Children not to be alone with visitors

Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed By: Alex Jury **Date:** 15th May 2019

Approved By: Kelly Williams

Date for Next Review: 15th May 2020