



VOLUNTEER STUDENT AND VISITOR POLICY

Date: June 2018

Version: 1

Last Amended By: Sarah Thomas

Next Review: June 2019

1. Aim

Giggles & Atlas Childcare Centre aims to value volunteer participation as a connection to our local community and exposure to a range of people and experiences. It is our aim to ensure that all visitors (Students, volunteers, assessment and compliance officers, maintenance people etc.) 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.

2. Overview

- Educators
- Children
- Staff
- Families
- Management
- Visitors

3. Responsibilities for the Approved Provider

The Approved Provider of an education and care service must –

- Ensure the service operates in accordance with the Education and Care Services National Law 2010 and Education and Care Services Education and Care Services National regulations 2011.
- Maintain a visitor's book and request all visitors to the Service to sign in on arrival, and out when leaving the premises, with an explanation on their reason for visiting the Service.
- Have a record of all volunteers and students who come to the service with the following additional information:
 - Full name
 - Address
 - Date of Birth
 - The date and hours of attendance
 - Ensuring that parents/guardians of a child attending the service can enter the service premises at any time that the child is being educated and cared for, except where this may pose a risk to the safety of a children or staff, or conflict with any duty of the Approved Provider, Nominated Supervisor or staff members under the law.

4. Responsibilities of the Nominated Supervisor

The Nominated Supervisor of an education and care service must –

- Provide supervision, guidance and advice to ensure adherence to the Services policy at the times.
- Ensure that volunteers/students and parents/guardians are not left with sole supervision of individual children of group of children and are adequate supervised at all times.

- Ensure that volunteers/students and parents/guardians comply with the national Regulations and all service policies and procedures.
- 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. If unknown talk through the monitor or go to the door. Please note that these guidelines are for the safety of children and Staff in the Service.

5. Responsibilities of the Educators

The Educators of an education and care service must –

- Comply with the requirements that volunteers/students and parents/guardians are adequately supervised at all times, and that the health, safety and wellbeing of children at the service is protected and are not left with sole supervision of individual children or groups of children.
- Encourage the participation and involvement of parents/guardians at the service.
- 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. If unknown talk through the monitor or go to the door. Please note that these guidelines are for the safety of children and Staff in the Service.

6. Responsibilities of the Family/Guardian

The Family/Guardians of an education and care service must –

- Comply with the requirements of the Education and Care Services National Regulations 2011 and with all service policies and procedures, while attending the service.
- Follow the directions of staff at the service, at all times, to ensure that the health, safety and wellbeing of children is protected.

7. Procedure

What will need to be done?

- A Working With Children Check will be phased in for unpaid students and volunteers between 1st April 2017 and 31st March 2018. All students and volunteers will be required to undertake a working with children check from this date. Ensuring that volunteers and students do not make up part of the staff to child ratio and cannot be used to fill the place of an employee.

8. Related Documents

- Australian Children's Education and Care Quality Authority (ACECQA) - www.acacqa.gov.au
- National Quality Standard Quality Area 4: Staffing Arrangement – Standard 4.2
- National Quality Standard, Quality Area 7: Leadership and Service Management- Standard Management – Standard 7.1, 7.3
- NSW Office of the Children's Guardian www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check.

9. Related Statutory Obligations & Considerations

- Education and Care Services National Law 2010 Clause
- Education and Care Services National Regulations 2011
- Family Law Act 1975 (Cth), as amended 2011
- Children and Young Persons (Care and Protection) Act 1998

10. Amendment History

Version	Amendment	Short Description
1	Policy template reformatted	Policy template reformatted – use of different headings to make clearer reading

This policy will be updated to ensure compliance with all relevant legal requirements every year. Appropriate consultation of all stakeholders (including staff and families) will be conducted on a timely basis. In accordance with Regulation 172 of the *Education and Care Services National Regulation*, families of children enrolled will be notified at least 14 days and their input considered prior to any amendment of policies and procedures that have any impact on their children or family.