



1.07 Students, Volunteers, Visitors and Work Experience

Written By

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Aim

For all students, volunteers, visitors and work experience workers attending Bermagui Preschool to understand and comply with the rules, regulations and daily routines of the Centre, to enable the students, staff, workers and children to enjoy their time at the Centre.

Visitors to Bermagui Preschool are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children, students attend practicum periods and volunteers may spend time in the Preschool along with maintenance personnel, educators and staff from other services and other authorised volunteers.

The presence of visitors at the service must be monitored and documented. Bermagui Preschool encourages student and volunteer participations as we are committed to assisting students gain valuable experience in early childhood settings. 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.

Strategies

The Approved Provider, Nominated Supervisor or Certified Supervisor will;

- Maintain attendance records and request sign in of all students, volunteers, work experience and visitors to the service
- 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
- 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, TAFE's or RTO's in relation to participating students
- The Board of Directors will be informed when a student, volunteer or work experience worker will be working at the Preschool

Educators and staff will;

- Welcome visitors to the service and seek information on their reason for visiting
- Direct visitors appropriately and make the Nominated Supervisor/Responsible Person aware of a visitor presence in the service
- Welcome family and friends to visit and participate at any time
- Ensure all visitors sign in and out of the service

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

Students, Work Experience Workers, Visitors and Volunteers will;

- Only Students, Volunteers, Work Experience Workers and Visitors that have been authorised by the Nominated Supervisors may enter Bermagui Preschool. A clear reason, purpose, duties and timeframe for the visit will be established and communicated between the visitor and Nominated Supervisor
- On arrival at the Preschool, the visitor will be introduced to all staff members.
- Have the rules, regulations and daily running of the Preschool explained to them on or before commencement of work. An orientation/ Induction will be provided.
- Read and sign the Students, Volunteers and Work Experience Policy/ Procedure and Contract.
- Co-operate with staff and follow the routine as set out.
- Carry out all duties as required and offer assistance to the staff where possible.
- Be punctual and if unable to attend should notify the Director as soon as possible.
- Be expected to dress appropriately and follow the Bermagui Preschool “*Sun Protection*” policy.
- Volunteers, Students and Work Experience Workers will complete a “Working with Children” check prior to attending the Preschool.
- Maintain personal study requirement and liaise with staff accordingly.
- Sign the attendance book every day when you arrive and depart.
- Familiarise themselves with the Preschool, staff and children. Get to know the children so they feel comfortable with their presence by getting down to their level to talk, listen, play and interact with them.
- The Preschool endeavours to provide a peaceful, stimulating and secure environment or the children. Students, Work Experience and Volunteers will make themselves familiar with the Preschool limits and expectations for behaviour and help staff to positively reinforce these with the children. Where a child’s behaviour or language is inappropriate, let staff know and we will encourage the child to co-operate and re-direct the child in an attempt to improve the child’s behaviour. No child will be subjected to any form of corporal punishment (i.e. smacking, made immobile, frightened or humiliated in any way.)
- The children’s health and safety is our number one priority. Watch carefully both inside and out. Be on alert for dangerous situations. Injured or hurt children or potential hazards must be referred to staff and all details documented in the accident book.
- Only trained staff can administer medication and only when a medication form has been completed and signed by a parent. Please report any child who does not feel well to staff so that appropriate action can be taken.
- Encourage hygiene – children wash their hands before eating and after going to the toilet (they need to be constantly reminded of this). Don’t forget to wash your hands after wiping noses or changing nappies.
- Always be safety conscious! Never leave cleaning products lying about where little hands can reach them. Remember to relatch/lock doors (eg kitchen and adult toilet) and any other things that are off limits to the children.
- Please take note of where you take equipment from so that you can return it to the correct place. Our storerooms are very cramped and if things aren’t returned to their proper place they soon become very untidy.
- We advise all visitors to wear comfortable and practical clothing. Chances are you will get dirty so leave your favourite clothes at home!
- Bring your own morning tea and lunch. Staff eat with the children and we encourage visitors to join us. However if you prefer to leave the Preschool for a half-hour lunch break please let us know. Never leave the Preschool without letting staff know. Let another staff member know where you are at all times.
- Refer all parent enquiries regarding children to staff.
- All information detailed within the Preschool and at staff meetings is confidential and must not be discussed with anyone outside the Preschool (this includes personal information regarding a child, family or staff member). Any queries should be referred to the Preschool Director.
- Bermagui Preschool is a SMOKE FREE ZONE! No smoking is permitted in or around the premises.

- Children learn so much through watching. You are a role model that the children look up to. Please behave accordingly.
- Students and volunteers will be made aware that they should not discuss individual children with anyone other than the Bermagui Preschool Staff.
- Information regarding a child, family or staff member is confidential. **Confidentiality is to be maintained at all times.**
- Failure to abide by the above can result in the student, volunteer, visitor or work experience position being terminated.

Evaluation

All educators and staff will maintain a safe and secure environment for other staff, the children, students, volunteers, visitors or work experience workers, families and visitors to the service.

Resources & References

Children (Education and Care Services National Law Application) Act 2010
Education and Care Services National Regulations 2011 (P135)
Early Childhood Australia's Code of Ethics

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