Hills Grammar

Participation of Volunteers, Student and Visitors Policy

Policy Statement

The ECEC is committed to providing a safe environment for all children where their health, safety and wellbeing is of the highest importance. All volunteers and visitors to the ECEC will be monitored whilst on the premises to ensure the safety of all children, families, visitors, staff and educators.

Rationale

The ECEC values volunteer participation as a connection to both the local community and School community. When volunteers, visitors or students visit the ECEC they will be monitored at all times while on the premises. In addition, their visit will be documented in accordance with the Education and Care Services National Regulations.

The ECEC supports students enrolled from K-12 at The Hills Grammar School as well as students who wish to complete their practical placement component of a TAFE, University or higher education qualification in Early Childhood.

Strategies

Volunteers, students and visitors will be asked to sign in via either the hard copy ECEC Visitor's Book or via the Hills Grammar electronic sign in system.

- A record of all volunteers and students (from both Hills Grammar and students completing their practical placement) who come to the ECEC will include the following information in the hard copy sign in book:
    - Full name
    - Date
    - Telephone number
    - Reasons for visit
    - Time in and out of the ECEC
    - Signature
- Visitors and students (completing their practical placement) will be asked to provide the following information when signing in through the electric sign in:
    - Name
    - Email or Mobile Number
    - What category (visitor, tutor, contractor, School Council or VIP)
    - Photo identification
    - Details of the person they are visiting within the ECEC
- Following this, the visitor will read information related to visiting Hills Grammar and will include their signature.
- The person the visitor is seeing is then sent an email, confirming the visitor's arrival
- The visitor wears a printed sticker while they are visiting ECEC and Hills Grammar
- All visitors, students and volunteers will follow the directions of ECEC Nominated Supervisor and educators to ensure that the health, safety and wellbeing of children is protected.

The Nominated Supervisor will:

- Ensure the ECEC operates in line with the Education and Care Services National Law and National Regulations.
- Ensure that volunteers / students and parents / guardians are adequately supervised at all times, and that the health and safety and wellbeing of children at the ECEC is protected.
- Ensure that volunteers / students and parents / guardians are not left with sole supervision of individual children or groups of children.
- Check that visitors, volunteers and students sign in through the electronic sign in system upon arrival or via the ECEC Visitors Book.
- Ask visitors to wear the sticker processed through the electronic sign in while they are in the ECEC.
- Ensure correct procedures are followed relating to the collection of information before visitors or students visit the ECEC. Procedures may include but are not limited to:
    - Collecting and verifying a Working with Children's Check
    - Where required, 100 points of ID check
- Liaise with the Director of Professional Learning when taking on higher education students completing their placement component of study at ECEC.
- Ensure that volunteers and students volunteering their time at the ECEC take direction from the ECEC Nominated Supervisor and educators to ensure that the health, safety and wellbeing of the children are protected.
- If applicable, ensure a copy of any visitor's working with children's checks are on file at the ECEC. Working with Children's Checks will be kept on file for frequent visitors to the ECEC. These visitors would include, external therapists with parent permission to work directly with a child enrolled in the ECEC and students visiting the ECEC for the purpose of fulfilling the practical component of their studies.
- Ensure that the staff record contains information on ongoing or consistent volunteers / students attending the ECEC with details of name, address, DOB, days and hours of participation and details of their working with children check.
- Discuss required policies and procedures with students and volunteers before they start spending time in the rooms with the educators and children.
- Provide volunteers, visitors and students with access to all of the ECEC policies.

Educators will:

- Ensure that visitors, volunteers and students sign in through the electronic sign in system or the ECEC visitor's book upon arrival.
- Provide supervision, guidance and advice to ensure adherence to the policy at all times.
- Ensure that, volunteers, students, or visitors are not left alone with the children enrolled in ECEC.
- Encourage the participation and involvement of parents/families at the ECEC.
- Enable parents / guardians of children attending the ECEC to access the ECEC premises at any time the child is being educated and cared for, except where this poses a risk to the safety of children and or staff.
- Support any student visitors completing placement as directed by the Nominated Supervisor.

Students, Volunteers and Visitors and contracted Cleaners will:

- Sign in through the electronic sign in system or the ECEC Visitor Book if they are visiting the ECEC.
- Ensure they have provided all details required to complete this record.
- Understand and acknowledge the requirement for confidentiality of all information relating to staff, children and families within the ECEC.
- Comply with the Education and Care Services National Regulations and with the ECEC policies and procedures while at the ECEC.
- Follow the directions of the Nominated Supervisor, educators and staff at the ECEC at all times and ensure the health, safety and wellbeing of children is protected.

- Ensure they are never left alone with a child and that an ECEC educator is present at all times while volunteering their time at the ECEC.

Families will:

- Be encouraged to participate in the events that are available at the ECEC.
- Follow the directions of staff at the ECEC when volunteering times or attending ECEC events to ensure the health, safety and wellbeing of the children at all times.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.