

▲ STUDENTS, VOLUNTEERS AND VISITORS

▲ NQS

Element 2.2.1 At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard

Element 4.1: Staffing arrangements enhance children's learning and development

Element 4.2.2: Professional standards guide practice interactions and relationships.

Element 7.1.3 Roles and responsibilities are clearly defined, and understood, and support effective decision making and operation of the service.

Education and Care Services National Regulations: 149

▲ PURPOSE

To ensure that children are not left with unauthorised persons unless under direct supervision of FROEBEL educators.

▲ POLICY

It is the policy of FROEBEL that the presence of visitors at any of our centers must be monitored and documented.

Visitors are

- family members
- potential families
- students
- volunteers
- tradesman, and
- any other person who is not employed at the centre.

It is the policy of the centre that in addition to monitoring and documentation a record of all volunteers and students who spend time in the service is kept.

▲ PROCEDURES

The **Approved Provider, Nominated Supervisor or Person in day-to-day charge** will:

- maintain a visitor's log and request sign in of all visitors to the service.
- provide health and hygiene protocols for all visitors upon entering the centre
- Ensure educators understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all educators to use with

visitors

- be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

Educators will:

- welcome visitors to the service and seek information on their reason for visiting, and ensure they sign into the visitor register. All visitors must sign out when leaving the services.
- provide instructions and ensure all visitors following hygiene protocols upon entry
- direct visitors appropriately and make the Nominated Supervisor or Responsible Person aware of a visitor presence in the service and
- welcome family and friends to visit and participate in the curriculum in collaboration with educators and the Centre Director.

Families

- should be aware of who is entering the service when they enter themselves and are requested not to provide access to unknown persons. Kindly direct the visitor to ring the bell and wait for a staff member to assist.

STUDENTS AND VOLUNTEERS

The Approved Provider, Nominated Supervisor or Person in day-to-day charge will keep a record of all volunteers and students who spend time in the service which includes:

- full name
- address
- date of birth
- date and hours of each volunteer or student who participates in the program
- Sign the 'Trial, internship, workplace agreement document'

Whilst FROEBEL understands the need for students to gain practical skills, we do request that students/volunteers first discuss their work placement requirements with the Centre Director and the team leader in the room where they will complete their practical experience. This discussion will establish a process for the student to complete their workplace requirements in a supported way to achieve success.

For students who are required to practice and engage in nappy change and toileting experiences. A discussion is to be held with the Centre Director and team leader in the room to ensure this can be organised in a way that the student will be effectively guided and supported, whilst also respecting the rights of the child during this time.

FROEBEL educators who have workplace requirements (practicum) as part of their studies in early childhood education and care may be counted towards the educator to child ratios upon discussion with the Centre Director.

Students /Volunteers who are not FROEBEL employees are not to be counted in educator to child ratio at any time.

▲ SOURCES AND FURTHER READINGS

- Education and Care Services National Regulations

▲ RELATED POLICIES

- Accidents and Incidents
- Child Safe Environments and Supervision
- Child Safety and Well Being
- Code of Conduct and Ethics
- Interactions with Children
- Nappy Change, Toileting and Hand Washing
- Privacy and Confidentiality
- Child Protection
- Staffing Arrangements
- Professional Boundaries

▲ POLICY REVIEW

- The Centre (together with educators) will review this policy every 12 months.
- The Approved Provider and Centre Director ensure that at all times all educators maintain and implement this policy and its procedures.
- Families are encouraged to collaborate with the Centre to review the policy and procedures.

- Last review: 25.10.2023
- Next review: 25.10.2024