

Mascot Public School Preschool Procedure

Volunteers and Students

Reviewed: 23/5/19, 20/11/20, 15/3/21, 16/6/22, 16/2/23

Introduction

Visitors to the Mascot 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 placements, volunteers may choose to spend time in the service along with maintenance personnel, educators and staff from other services and other authorised volunteers.

The presence of visitors at the Mascot Preschool must be carefully monitored and documented.

Mascot Preschool encourages student and volunteer participation as we are committed to assisting students gain valuable experience in early childhood settings. Universities regularly send Early Childhood students. Local high schools ask for work experience places and volunteers are accepted. Prospective staff are often invited to spend a day attending the centre and observing.

Aims

- Appropriateness of placements/visitors will be assessed by the Director/Supervisor.
- Staff will be advised of volunteer and student arrangements.
- 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.

Procedure

The Director as well as the Nominated or Certified Supervisor will:

- Student and volunteers to obtain Working with Children Check and present relevant details prior to commencement.
- Assess requests for a student or volunteer placement using the criteria of the Centre Philosophy with regard to the personal presence, appropriateness of practicum tasks and interest in the educational methodology.
- Maintain a visitors book and request sign in of all visitors to the service including prospective families who visit during centre opening hours (preschool handbook appendix: T).
- Maintain a staff sign in which also covers volunteers and students attending (preschool handbook appendix: Q).
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and provide an induction protocol for all staff to use with visitors;
- Be aware of protocols and guidance supplied by universities, TAFEs or RTOs in relation to participating students.

Educators and staff will:

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately to the sign in book and make Preschool Supervisor aware of a visitor presence in the service;
- Welcome family and friends to visit and participate at any time.
- Provide volunteers and students with time to go through the “Orientation and Induction” folder with the preschool supervisor to gain an understanding of routines, procedures and children with medical conditions.

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.

Statutory Legislation & Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011 (P135)

Sources

- Department of Education, Employment and Workplace Relations - www.deewr.gov.au
- Early Childhood Australia - www.earlychildhoodaustralia.org.au
- Community Child Care Co-operative - <http://ccccnsw.org.au>

NQS 6.3.4 The service builds relationships with the local community.

NQS 7.3.1 Records and information are stored appropriately to ensure confidentiality, are available from the service and are maintained in accordance with legislative requirements.

NQS 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.