



STUDENTS, VOLUNTEERS AND VISITORS PROCEDURE

Policy Hierarchy link	Children (Education and Care Services National Law Application) Act 2010 Education and Care Services National Regulations 2011		
Responsible Officer	Vice-President, University Services		
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Superseded Documents			
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Associated Documents			
Version	Authorised by	Approval Date	Effective Date
2.0	Early Years Management	11 February 2015	11 March 2015

1. Purpose and Scope

Students and volunteers are welcome at the centres. UNSW Early Years is committed to assisting the community to gain valuable experience in early childhood settings.

Visitors to a service may include family members, potential families, students attending professional experience, maintenance personnel, educators, staff from other services and other authorised volunteers.

The presence of visitors at the service must be monitored and documented. Records relating to visitors and students to our service will be maintained.

1. Definitions

2. Procedure

Each centre must:

- maintain a visitor's book and request sign in of all visitors to the service.
- ensure all staff are aware of, and understand, the regulatory and ethical guidelines relating to visitors at the centre.
- provide an induction protocol for all staff to use with each visitor, including workplace health and safety issues.
- 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, TAFEs, schools or RTOs in relation to participating students.

2.1 Duties of all Staff

- Welcome visitors to the service and seek information on their reason for visiting.
- Direct visitors appropriately and when necessary make the Nominated or Certified Supervisor aware of a visitor's presence in the service.
- Ensure that students and volunteers are always supervised and never left alone with the children.
- Ensure that students do not take unauthorised photographs of children.

- Ensure that volunteers do not take photographs of children.
- Ensure that students and volunteers are aware of and work within guidelines, such as the Centres' Philosophy, Code of Conduct and Procedures.

2.2 Duties of Students and/ or Volunteers

- Be aware of, and work within, the Centres' Philosophy, Code of Conduct and Procedures.
- Consult with staff regarding correct procedures when confronted with an unexpected event or incident.
- Do not administer medication nor undress a child or proceed with any first aid measures unless a staff member is present.
- Consult with a staff member before beginning any observations on children.
- Refer to children only by using their first name when writing observations or lesson plans.
- Be punctual for their nominated shift, return from breaks on time and let staff know where they are at all times.
- Notify the Centre, and their college, if unable to attend on any scheduled day.
- Take part in the centre's day-to-day routines and activities, including assisting in setting up, packing away, toileting, cleaning etc.
- Present your plans/planning folder to the supervising staff each day prior to an experience being presented. Experiences must be discussed and planned with supervising educator prior to being provided to the children.
- It is the student's responsibility to organise all the necessary resources available for the experiences.
- Respect the privacy of the children and the families at the Centre. All information heard within the Centre should be treated as confidential and must not be discussed outside the Centre unless it is related to the practicum.

2.3 Duties of Families

- Families are asked to be vigilant, and aware, of unknown visitors to the centre and to direct them accordingly.

3. Review & History

4. Acknowledgements

Department of Education and Training - <http://education.gov.au/> last accessed 11/2/15

Early Childhood Australia - www.earlychildhoodaustralia.org.au last accessed 11/2/15

Appendix A: History

The authorisation and amendment history for this document must be listed in the following table. Refer to information about [Version Control](#) on the Policy website.

Version	Authorised by	Approval Date	Effective Date	Sections modified
1.0	Vice President, University Services	11 November 2013	11 November 2013	
2.0	Early Years Management	11 February 2015	11 March 2015	