



## Volunteers, Visitors & Students Policy (SA 2)

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### Policy Rationale

“The approved provider of an education and care service must ensure that any students on a practicum, or any volunteer at the service is adequately supervised, at all times whilst the student or volunteer is educating or caring for children, by an educator who has attained the age of 18 years and who;

- Holds an approved diploma level education and care qualification, or
- Is actively working towards an approved diploma level of education and care.”

### Strategies, Practices and Procedures

- All visitors will need to sign in and out of the Preschool by noting their name, reason for visit and a contact telephone number.
- Students and volunteers will be required to provide an information sheet noting their full contact details, and emergency contacts before their placement begins.
- Students and volunteers will be provided with the Staff Code of Conduct Policy before commencing placement.
- Educational institutions will be required to provide written authorisation for the student to be undertaking their placement at Cooks Hill Preschool, provide insurance details, Working with Children Check numbers and the intended hours and days of the placement.
- Cooks Hill Preschool policies will be made available to all students and volunteers.
- Families will be notified of the attending students and/or volunteers.
- Students and/or volunteers will not be left unsupervised with children, or left in a position of responsibility and will have no authority to discuss children’s concerns with families.

### Links to Legislation & National Quality Standards

- Education and Care Services National Regulations 2011: 74, 75, 77, 135, 160, 162, 166, 168, 176, 234
- Guide to the National Quality Standard ACECQA (2011): 2.3, 4.2.3, 7.1.3, 7.3.1, 7.3.5,

### Links to other Policies & Documents

- Staff Code of Conduct Policy (SA 2)
- Interactions with Children Policy (RC 1)

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**Policy Reviewed :** \_\_\_\_\_ DECEMBER 2013 \_\_\_\_\_