



VOLUNTEERS, STUDENTS AND VISITORS POLICY

Rationale

Elizabeth Park Preschool welcomes many visitors to its site on a regular basis. Sometimes potential families or student teachers on their practicum may choose to spend time in this service as well as maintenance personnel, staff from other services and other authorised volunteers. It is important that the presence of visitors at the service must be monitored and documented.

Aim

Elizabeth Park Preschool aims to ensure that:

- All visitors to the preschool are welcomed;
- Records relating to visitors and students to our service are maintained; and
- Volunteers will follow necessary protocols to ensure their personal safety and the safety of others.

Implementation

The staff at Elizabeth Park Preschool will:

- Maintain a visitors book (located in the front foyer) and request sign in/out of all visitors to the service;
- Keep a record of all volunteers and students who spend time in the service.
- Be aware of protocols and guidance supplied by universities for pre service teachers
- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately and make the Nominated or Certified Supervisor aware of a visitor's presence in the service;
- Welcome family and friends to visit and participate at any time;
- At all times be mindful of the need to supervise or be aware of the location/role of volunteers, students and visitors;
- Be aware of the following information which is given to students and volunteers in order to be aware of their responsibilities and things they are not allowed to do:
- Ensure visitors know where to safely store their personal belongings and know the location of relevant facilities.

Approved by: Governing Council

Review date: August 2015

Next review: Term 3, 2018