



## Volunteers / Students / Visitors

### Policy Statement

Visitors are a regular occurrence at Castle Hill Pre-School Kindergarten. Students attend practicum periods, volunteers, invited guests/performers, maintenance personnel, authorised visitors, therapists and staff from other services.

The presence of visitors must be monitored and documented.

### Goals

- 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.

### Strategies - How will it be done?

Castle Hill Pre-School Kindergarten Inc. will:

- Maintain a visitors book and request sign in of all visitors to the service;
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre;
- Keep a record of all volunteers and students who spend time in the service. The record will include: *full name; address; date and hours of each volunteer or student who participates in the program and emergency contact details;*
- 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 office and/or to the office for assistance from the Office Administrator;
- Welcome family and friends to visit and participate at any time.

### Evaluation

All educators and staff will maintain a safe and secure environment for other staff, the children, families and visitors to the service.