

# The Kinder Garden



## Volunteers, Students and Visitors Policy

### Aim

The aim of The Kinder Garden is to ensure that all visitors (Students, volunteers, assessment and compliance officers, maintenance people ect.) are monitored at all times while on the premises, and that their visit has been documented in accordance with the Education and Care Services National Regulations 2011.

### Legislative Requirements

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
National Quality Standards 2011

### Who is affected by this policy?

Staff  
Families  
Child  
Management  
Community

### Implementation

The Approved Provider must maintain a visitor's book and request all visitors to the Service to sign in on arrival, and out when leaving the premises, with an explanation on their reason for visiting the Service.

A record of all volunteers and students who come to the Service will need to disclose the following additional information:

- Full name
- Address
- Date of Birth
- The date and hours of attendance

The Approved Provider/Nominated Supervisor will make sure that all Educators/Staff are aware of these requirements when welcoming these people into the Service. Please note that at no times are any Volunteers, Students, or Visitors to be left alone at the Service without supervision from a member of Staff, the Approved Provider, or Nominated Supervisor.

On arrival at the Service, Families should be aware of who they are letting into the Service and guide these unknown visitors to a member of staff, or advise a member of staff who can then approach the visitor. Please note that these guidelines are for the safety of children and Staff in the Service.

In the case of Students and Volunteers, an orientation will occur in which the student or volunteer is provided with a comprehensive folder containing our service philosophy and key policies to ensure they are aware of their roles and responsibilities whilst within the Service. An orientation form will be completed in conjunction with the Nominated Supervisor/Responsible Person.

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

### Sources

Education and Care Services National Regulation 2011  
Education and Care Services National Law Act 2010  
Guide to the National Quality Standard 2011

### Review

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Reviewed:** February 2017

**Date for next review :** February 2018