



Hughes Primary School

Learning for Life



Groom Street Hughes ACT 2605
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Students, Volunteers and Visitors Procedure

Purpose and Scope

Hughes Primary Preschool acknowledges that students, volunteers and visitors enrich the learning program and strengthen community links. We welcome their participation and engagement in our program and learning community. Students, volunteers and visitors are welcome at our preschool. Hughes Preschool is committed to assisting our community to gain valuable experience in early childhood settings. Visitors to our preschool may include family members, potential families, students attending professional experience, maintenance personnel, educators, educators from other preschools or schools and other authorised volunteers such as support workers or specialists who are working with children at our preschool. The presence of visitors at the service must be monitored and documented. Records relating to visitors and students to our service will be maintained.

Procedure

Hughes Preschool will:

- maintain a visitors book at the preschool of the school and request sign in of all visitors to the preschool. Staff will copy all WWVP cards and keep on file.
- ensure all educators are aware of, and understand, the regulatory and ethical guidelines relating to students, volunteers and visitors at the preschool
- be aware of protocols and guidance supplied by universities, TAFE/CIT, schools or RTOs in relation to participating students.
- Provide volunteers with concise information on privacy, photographs and relevant OH&S/emergency procedures to their visit (relating to excursion or staying at the preschool).
- Request families fill out a Therapist Service Agreement prior to therapists commencing ongoing services at the preschool.

Hughes educators will:

- 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 Preschool's Philosophy, Code of Conduct, Policies and Procedures, Therapist Service Agreements.

Students and/ or Volunteers will:

- be aware of, and work within, the Preschool's Philosophy, Code of Conduct, Policies and procedures
- consult with educators 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 other than supporting them after first aid has been administered through positive and supportive interactions
- consult with an educator 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 attendance hours, return from breaks on time and let educators know where they are at all times



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- notify the preschool, and their high school/college/university if unable to attend on any scheduled day
- take part in the preschool's day-to-day routines and activities, including assisting in setting up, packing away, cleaning etc
- present plans/planning folder to the educators a day prior to an experience being presented. Experiences must be discussed and planned with supervising educator prior to being provided to the children
- dress in a practical and appropriate manner for working with young children. A wide brimmed hat and clothing that offers adequate sun protection must be worn when outside
- not use mobile phones whilst working with children.
- respect the privacy of the children and the families at the preschool. All information heard within the preschool should be treated as confidential and must not be discussed outside the preschool unless it is related to the practicum. In this instance all information must be de-identified to protect the privacy of our children and their families
- meet initially with the nominated supervisor and then the educators to ascertain their reason for volunteering and if this suits the current needs of the preschool
- acknowledge that the nominated supervisor has the right to terminate the services of a volunteer for any reason.

Hughes families will:

- adhere to this procedure at all times
- be vigilant, and aware, of unknown visitors to the preschool and to direct them accordingly.
- Contact the preschool regarding therapist attendance or observation and fill in the provided forms.