



Visitors and Volunteers Information

Thank you for volunteering at our preschool. Please see the Early Childhood Teacher or an Educator for information specific to your visit, whether this is an excursion, volunteer role, stay and play, official role, or as a student. The following information is for all visitors to the preschool and ensures that you are aware of the policies and procedures that you need to comply with during your visit.

- On arrival at the preschool please make the staff aware that you are here and follow their instructions to sign in and where to place your belongings. Depending on the reason for your visit, you may be asked to provide your Working with Vulnerable People card or Teachers Quality Institute card. These will be copied for our records.
- The emergency procedures are on the wall next to the side door. Please acquaint yourself with the procedures and follow directions in case of emergency. Please ask questions if needed.
- While at Hughes Preschool you will be required to work within our guidelines, including the Preschool's Philosophy, Code of Conduct and Policies and Procedures.
 - Our philosophy is on the wall in the preschool room. Please read and ask questions should you need further information
 - Under our Code of Conduct we work respectfully and professionally with children, staff, and families. Should you wish to read a copy of our Code, please see the Early Childhood Teacher
 - Our privacy policy outlines that no photographs are to be taken of children by visitors and nothing is to be posted to social media or private messaging groups
 - Visitors and volunteers are not to be left alone with children. Please ensure you stay with the Early Childhood Teacher and follow their instructions
 - Our health and safety procedures require you to maintain a safe level of hygiene. Please wash your hands on arrival and regularly, as indicated on the signage near the craft sink, and not attend the preschool should you be sick
 - Should a child present to you as sick or injured, please notify a member of staff immediately – please do not administer medication or provide first aid to any children
- Please do not use mobile phones or other devices while with the preschool group.
- Students and workers, such as therapists, or NSET workers, need to ensure they have discussed the requirements of their visit with the Early Childhood Teacher and/or Certified Supervisor prior to/on arrival.

It is a requirement that you sign in and out during your visit. Signing in after reading this information indicates that you have understood your responsibilities while visiting Hughes Preschool.

Please enjoy your visit to our preschool and have fun exploring, investigating, playing, and learning with the Owls and/or Butterflies!