

VISITORS, STUDENTS AND VOLUNTEERS

Aim

The philosophy of The Little Village is centred around the links created within the community and the local neighbourhood stakeholders. Visitors to the Centre will therefore have a regular occurrence designed to create a village atmosphere to support our children in their growing sense of identity.

With the safety and comfort of the children being our priority, The Little Village will ensure that all visitors will follow specific procedures.

National Quality Standard

This policy links to the following NQS: National Quality Standards 2.3.1, 2.3.4, 2.3.3

Links to other policies

- Code of Conduct
- Grievances Policy

Statutory legislation and consideration

- Education and Care Services National Regulations 2011

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 168
- Work Health and Safety Act 2011



Strategy

- The Little Village will maintain a visitor's book and request all visitors to the Centre to sign in on arrival, and out when leaving the premises, with an explanation on their reason for visiting The Little Village.
- A record of all visitors, volunteers and students who come to TLV will need to disclose the following additional information:
 - Full name
 - Time in and out of TLV premise
 - Reason for visit
 - Signature
- 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 visitors, volunteers or students to be left alone at TLV without supervision from a member of Village Staff, the Approved Provider, or Nominated Supervisor.
- On arrival, TLV families should be aware of who they are letting into the premise 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 all villagers.
- Visitors, volunteers and students will agree to and sign an agreement to acknowledge expected behaviours and responsibilities throughout the duration of their stay, especially in relation to the interaction between themselves and children and as well as families.

VISITOR (temporary villager) AGREEMENT

- As a visitor (volunteer / student / community links) I agree to:
 - a) Discuss any concerns in relation to TLV matters with the Nominated Supervisor, Authorised Provider or Responsible Person promptly. This may include concerns for child wellbeing.
 - b) Keep all child related matters confidential and under no circumstances approach parents or community members in relation to issues arising at TLV. I understand this is the responsibility of the Director or Authorised Provider.



- d) Abide by the terms and conditions detailed in this policy as well as the Confidentiality of Records policy and Work Health and Safety Policy.
- e) I understand my responsibilities regarding mandatory reporting.
- f) I understand that if I breach any of the above agreements my services as visitor, student and/or volunteer may be terminated.

VISITOR, STUDENT and VOLUNTEERS AGREEMENT FORM

Details of engagement (reason for visit/details of work experience):

Name of Visitor: _____

Mobile: _____ DOB: _____

Address: _____

eMail Address: _____

Relevant Qualifications or working towards: _____

As a visitor to TLV, I agree to:

- Discuss any concerns in relation to TLV matters with the Nominated Supervisor, Authorised Provider or Repsonible Person promptly. This may include concerns for child wellbeing.
- Keep all child related matters confidential and under no circumstances approach parents or community members in relation to issues arising at TLV. I understand this is the responsibility of the Director or Authorised Provider.
- Abide by the terms and conditions detailed in this policy as well as the Confidentiality of Records policy and Work Health and Safety Policy.
- I understand my responsibilities regarding mandatory reporting.
- I understand that if I breach any of the above agreements my services as a volunteer may be terminated.

Visitor Signature

Director (or Delegate)

Printed Name

Printed Name

Date:

Date:

