

Visitors and Students



Policy

Records relating to visitors and students to Janelle Street Centre will be maintained. Educators and staff will abide by regulatory protocol when visitors are in the service.

Background

Visitors to Janelle Street Centre are a regular occurrence. Family members or potential families want to visit a service when deciding on care for their children. Students attend practicum periods. Maintenance personnel, educators and staff from other services may also visit the centre. The presence of visitors at the service must be monitored and documented.

Janelle Street Centre encourages student and volunteer participation as we are committed to assisting students gain valuable experience in early childhood settings.

Practices

The Approved Provider or Responsible Person will:

- Maintain a visitors' book and request sign in of all visitors to Janelle Street Centre;
- Ensure educators and staff understand the regulatory and ethical guidelines relating to visitors at the centre and will provide an induction protocol for all staff to use with visitors;
- Keep a record of all students who spend time in the service. The record will include: full name; address; date of birth; WWC details; date and hours of each student who participates in the program
- Be aware of protocols and guidance supplied by universities and RTOs in relation to participating students.

Educators will:

- Welcome visitors to the service and seek information on their reason for visiting;
- Direct visitors appropriately and make the Responsible Person aware of a visitor presence in Janelle Street Centre;
- Welcome family and friends to visit and participate at any time.
- Ensure students/visitors are not left unattended with children under any circumstance
- Guide students who are participating in work placement studies

Visitors and Students will:

- Sign in and out of the visitors' book on each visit including the times and reason for the visit
- Be under the direction of educators and staff at all times
- Not be alone with any child
- (Visitors) Will not pick up, carry, supervise or change children

Sources

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011: 149, 168 and 177

- www.dese.gov.au (accessed November 9, 2022)
- www.earlychildhoodaustralia.org.au (accessed November 9, 2022)
- www.cela.org.au (accessed November 9, 2022)

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