

**Waratah Public School Preschool Procedure**

**Volunteers, Visitors and Students Procedure**

**Reviewed: 22/9/2020**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| **Regulation 135****Regulation 136****Regulation 145-152**[Regulation 149](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s149.html?context=1;query=149;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 151](http://www8.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s151.html?context=1;query=151;mask_path=au/legis/nsw/consol_reg/eacsnr422)[Regulation 168(2)(i)](http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_reg/eacsnr422/s168.html?context=1;query=168;mask_path=au/legis/nsw/consol_reg/eacsnr422) | The following department policies and relevant documents can be accessed from the Early Learning section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Code of Conduct
* Working with Children Check
* Management of Conduct and Performance
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| 1. Volunteers are invited into the preschool for a range of reasons and include support for excursions, assistance in delivering programs and parents sharing aspects of their culture. All volunteers are expected to provide 100 points of proof of identity to the front office and complete a signed declaration for suitability to work with children. Volunteers must have a current Working with Children Check when over the age of 18, however parents and close relatives of a child are not required to provide a WWCC.
2. The preschool hosts education students completing practicums and work experience. Preschool educators communicate with university, TAFE and High School supervisors to organise practicums and work experience, ensuring that the requirements of practicums and experience can be met by the preschool.
3. A staff record must be kept which contains information about all staff members, including the educational leader, volunteers and students, including working with children checks. The staff record must include the full name, address and date of birth of each student or volunteer who participates in the service and the approved provider must keep a record for each day on which the student or volunteer participates in the service, including the date and hours of participation.
4. All educators, volunteers and practicum students must be made aware of the following information through an induction process and casual folder:
* WH&S procedures, including evacuation and lockdown
* Medical alerts for children (anaphylaxis, asthma, diabetes etc.)
* Class profile (Risk assessments, IEP’s, PLP’)
* Risk management plans (environment, behaviour etc.)
* RFF & duty roster and procedures
* Timetable/routine for the preschool day
* Philosophy
* Program expectations
1. Any adult who enters the preschool grounds must sign in and out of the visitor’s book.
2. All visitors, student teachers on practicum and/or work experience students to Waratah Public School Preschool must sign in at the school's administration office before entering the preschool also sign in as a visitor on the preschool register. **A visitor sign on book is located in each preschool room.**
3. **Visitors, volunteers or students are not permitted to be left alone with any child or be asked to supervise or manage the behaviours of children on behalf of a qualified educator at any time.**

**COVID Update -** 22.9.2020* Volunteers are unable to attend the service during COVID restrictions, however students completing practicums for TAFE or university are permitted.

***Sources**** Leading and Operating Department Preschool Guidelines
* Waratah Preschool's Philosophy
* The Early Childhood Code of Ethics
* National Quality Standard
* DoE policies and procedures
* The Early Years Learning Framework
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