**Happy Little Butterfly**

**Early Learning Centre**

**Volunteers, Students and Visitors Policy**

**Aim**

The aim of **Happy Little Butterfly Early Learning Centre** is to ensure that all visitors (Students, volunteers, assessment and compliance officers, maintenance people ect.) are monitored at all times while on the premises, and that their visit has been documented in accordance with the Education and Care Services National Regulations 2011.

**Legislative Requirements**

Education and Care Services National Regulations 2017

Education and Care Services National Law Act 2010

National Quality Standards 2018

**Who is affected by this policy?**

Staff

Families

Child

Management

Community

**Implementation**

The Approved Provider must maintain a visitor’s book and request all visitors to the Service to sign in on arrival, and out when leaving the premises, with an explanation on their reason for visiting the Service.

A record of all volunteers and students who come to the Service will need to disclose the following additional information:

* Full name
* Address
* Date of Birth
* The date and hours of participation in the program

They will also need to have an approved WWC which management will check before paid or voluntary work commences at the service.

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 Volunteers, Students, or Visitors to be left alone at the Service without supervision from a member of Staff, the Approved Provider, or Nominated Supervisor.

On arrival at the Service, Families should be aware of who they are letting into the Service 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 children and Staff in the Service.

The service asks that parents don’t grant access to people they don’t recognise and leave it to staff to approve visitors.

If staff members are unsure of who is visiting the service, a staff member will head to the front gate and request a form of ID from the unknown person before granting or denying them entry. **No unknown persons are to be let into the service.**

**The Approved Provider/Nominated Supervisor will ensure that this policy is maintained and implemented at all times.**

**Sources**

**Education and Care Services National Regulation 2017**

**Education and Care Services National Law Act 2010**

**Guide to the National Quality Standard 2018**

**Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

**Originated: January 2020 Date for next review: January 2021**