



Curtin Primary School



Curtin Primary School is an inclusive, innovative and supportive learning community that fosters lifelong opportunities, success and a love of learning for every individual in our school.

Volunteers, Students and Visitors Procedure

Purpose and Scope

Curtin Primary places a high value on parent involvement. We acknowledge that volunteers and visitors enrich the learning program and strengthen community links. We welcome participation and engagement in the program. Volunteers are critical to the life blood of our school. They are needed and welcomed for support in the classroom, extra-curricular and social activities.

Visitors to our preschool may include family members, prospective families, students attending professional experience, maintenance personnel, educators, educators from other preschools or services, and other authorised visitors such as support workers or specialists who are working with children at our preschool. Visitors may also be allied professionals attending the preschool at the request of the families and in accordance with a student's individual learning plan (ILP), providing services to children attending the preschool, through the NDIS.

Procedures

Curtin Preschools and Primary School will:

- maintain a visitor's book at the teacher office of both preschools and request sign in of all visitors to the preschool
- keep a copy of WWVP cards on file
- maintain a sign in book at the Front Office at the main campus of Curtin Primary School for all tradesmen and maintenance workers to sign on as they check the scope of work with the Business Manager
- ensure all educators are aware of, and understand, the regulatory and ethical guidelines relating to students, volunteers and visitors at the preschools
- be aware of protocols and guidance supplied by universities, CIT/TAFE and ETD schools/colleges in relation to participating students
- bring to the attention of the visitor concerned and the Preschool Team Leader if the visits are of a frequency that indicate the need for a WWVP card application

Curtin Educators will:

- welcome all visitors to the preschool and seek information on their reason for visiting
- direct visitors appropriately and when necessary make the Nominated or Certified Supervisor aware of a visitor's presence in the preschool
- ensure that students and volunteers are always supervised and never left alone with the children
- ensure that students, volunteers and visitors do not take photographs of the children
- ensure that all tradesmen or maintenance workers have signed in at the school Front Office before coming to the preschool
- ensure that volunteers and students are aware of and work within guidelines, such as the preschool's Philosophy, Code of Conduct, Policies and Procedures

Volunteers, Students and Visitors will:

- be aware of and work within the Preschool's philosophy, Code of Conduct, Policies and procedures
- consult with educators regarding correct procedures when confronted with an unexpected event
- not administer medication, first aid or other measures, other than supporting them after first aid has been administered through positive and supportive actions
- consult with an educator before beginning any observations on children
- respect the privacy of the children and families at the preschool. All information heard within the preschool should be treated as confidential and must not be discussed outside the preschool, excepting information pertaining to a particular student by professionals working according to their ILP with parental consent.
- meet initially with the nominated supervisor and then the educators to ascertain their reason for volunteering and if this suits the current needs of the preschool
- acknowledge that the nominated supervisor has the right to terminate the services of a volunteer for any reason.

Students visiting the preschool will:

- refer to children only by their first name when writing observations or lesson plans
- be punctual for their nominated attendance hours, return from breaks on time and let educators know where they are at all times on site
- notify the preschool and their university, TAFE, college or high school if unable to attend on any scheduled day
- take part in the preschool's day-to-day routines and activities, including assisting in setting up, packing away, cleaning etc
- present planning folders and lesson plans to the educators one day prior to any experience being presented. Experiences planned must be discussed and planned with supervising educator prior to being provided to the children
- dress in a practical and appropriate manner for working with young children. Dress according to the preschool expectations, including a wide brimmed hat and clothing that offers adequate sun protection outside
- not use mobile phones while working with children
- respect the privacy of the children and families within the preschool. All information heard within the preschool should be treated as confidential and must not be discussed outside the preschool unless related to the practicum. In this case the information must be de-identified to protect the privacy of the child and family.