Preschool Volunteers and Students Policy

Date Developed: 
Revised: 
Reviewed: 
Authorised Person in Charge: 

Introduction

Kemblawarra Public School Preschool staff welcomes all kinds of visitors and students to attend their site on a regular basis.

Families of current students are welcome to stay when dropping off their children or welcome to come in at any time for a visit or to share experiences with the children.

Potential families are also welcome to attend the preschool to receive a tour of the rooms and interact with educators and children.

Students from TAFE and University attend the preschool to complete Practicum periods, where they interact with and educate the children under the watch of the full-time educator.

We feel that by having volunteers and students welcome in the preschool, it offers children with a range of valuable experiences.

Goals - What are we going to do?

Kemblawarra Public School Preschool will welcome volunteers and students into the preschool, while providing a safe and comfortable learning environment for educators, families, children, volunteers and students.

While here volunteers and students will play a positive role in the preschool and have meaningful interactions with educators and children.
Strategies – how it will be done

1. Encourage family participation within the preschool and make use of the different experiences, skills and interests of each person

2. Encourage community volunteers and students to participate in the preschool program

3. Provide support and clear guidelines for volunteers and students

4. Promote a positive role for volunteers within the preschool.

5. Keep sufficient records of volunteers and students entering the preschool

The educational leader will:

1. Support the Volunteer staff

2. Ensure records are maintained relating volunteers and students

3. Make educators aware of the volunteers and students policy and procedures

4. Be aware of protocols supplied by universities, TAFEs or RTOs in relation to participating students.

Educators will:

1. Welcome families to visit the preschool and participate at any time

2. Welcome visitors to the service along with information on their reason for coming.

3. Organise appropriate days and times for volunteers and students to attend.

4. Offer appropriate information about the centre (preschool handbook) to volunteers and students
   - Introduction to staff
   - Tour of building
   - Location of volunteer and student sign-in book
   - Location of place to keep personal possessions
   - Location of adult toilet facilities
   - Location of telephone and protocol of use (short, local calls only)
   - Preschool Handbook
   - Position Description - of their specific position
   - Guidelines for the Involvement of Volunteers
   - Rights and Responsibilities of Volunteers
   - Volunteer/Student Declaration - to be read, signed and returned to centre before voluntary work commences
- Location of materials required to complete tasks.

5. Request that volunteers and students provide sufficient personal information and fill in the Volunteer/student book/form.

6. Supervise any interactions that the volunteers and students have with educators and children.

Families will:

1. Act with care and respect when visiting the preschool

2. Follow the direction of the educators when needed

Volunteers and students (Work experience, TAFE and University) will:

- Agree to promote a safe and comfortable environment for educators and children
- Follow the educators directions and preschool routines
- Be aware of the preschool policies
- Work as a team member
- Ask for support when needed
- Communicate any changes to routine – unable to work one day
- Where appropriate, share their knowledge and skills with the educators and children
- When appropriate, assist educators and children

Evaluation
Feedback from volunteers and students will be discussed in an annual staff meeting to assess the effectiveness.

Links to the National Quality Standards/elements

6.1.2 Families have opportunities to be involved in the service and contribute to service decisions

7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly