STUDENT, VOLUNTEER AND VISITORS POLICY

PURPOSE

Village Early Education welcomes the participation of students, volunteers and visitors and recognises the valuable contribution they can make to children's learning, development and the wider Service community.

We are committed to ensuring all students, volunteers and visitors are appropriately screened, supported and supervised while at the Service, with children's safety, rights and best interests remaining our highest priority.

STUDENTS AND VOLUNTEERS

Village Early Education supports opportunities for students and volunteers to gain experience, develop skills and contribute to the educational program in a safe and supportive environment.

- All student placements and volunteer arrangements must be approved by the Service before commencing.
- Students and volunteers must meet applicable eligibility and suitability requirements, including Working with Children Checks, prohibition checks and required training.
- Relevant documentation and declarations must be obtained and verified before commencement.
- Students and volunteers must participate in an appropriate induction and understand relevant Service policies, procedures and expectations.
- A designated educator must provide appropriate supervision, guidance and support throughout the placement or engagement.
- Students and volunteers must only undertake activities appropriate to their role, experience, training and level of supervision.
- Students and volunteers must not be included in educator-to-child ratios when participating in a student placement or volunteer capacity.
- Required records must be maintained, including information recorded in the National Early Childhood Worker Register where applicable.
- Students and volunteers must act professionally, follow reasonable directions and maintain the confidentiality of children, families and Service information.

VISITOR MANAGEMENT

All visitors must be appropriately authorised and managed to maintain the safety and security of the Service.

Visitors may include prospective families, contractors, allied health professionals, inclusion support workers, community members, educational presenters and regulatory officers.

- Visitors must follow the Service's sign-in and sign-out requirements.
- Identification, Working with Children Check details and other relevant documentation must be verified where required.
- Visitors must be informed of relevant child safety, supervision, confidentiality and conduct expectations.
- Visitors must remain within authorised areas and be appropriately supervised in accordance with the nature and purpose of their visit.
- Visitors must not undertake activities involving children unless appropriately authorised.
- Access to the Service may be restricted or refused where a visitor does not meet the required safety or conduct expectations.

SUPERVISION AND CHILD SAFETY

Village Early Education is committed to maintaining a child safe environment and ensuring students, volunteers and visitors are appropriately supervised.

- Students, volunteers and visitors must never be left alone with a child or children.
- Children must remain under the supervision of authorised educators at all times.
- Students and volunteers must be directly supervised when assisting with personal care routines, including nappy changes and toileting.
- Students, volunteers and visitors must not remove children from the direct supervision of an educator.
- All interactions with children must be respectful, appropriate and consistent with Village's Child Safe Environment and Code of Conduct policies.
- Inappropriate discipline, abuse, neglect, discrimination, harassment or any other conduct that compromises children's safety or wellbeing will not be tolerated.
- Any concerns, allegations or suspicions of inappropriate conduct or child abuse must be reported and responded to in accordance with relevant policies, procedures and legislative requirements.

- Students, volunteers and visitors must comply with Village's Safe Use of Digital Technologies and Online Environments Policy, including restrictions on personal electronic devices and the capturing, storing or sharing of children's images and videos.

STUDENT PLACEMENT AND VOLUNTEER SUPPORT

Village Early Education is committed to providing a positive and supportive learning environment for students and volunteers.

- Students and volunteers must receive appropriate orientation, supervision and guidance.
- Students must be supported to undertake relevant learning experiences and placement requirements in consultation with their education or training provider.
- Educators supervising students and volunteers must provide appropriate feedback and address concerns regarding performance, conduct or participation.
- Any concerns affecting a student's ability to successfully complete their placement must be communicated and managed appropriately with the student and relevant training institution.

Placements and volunteer arrangements may be reviewed, restricted, suspended or terminated where individuals fail to meet Service expectations or where continuing the arrangement may compromise children's safety or wellbeing.

RECORD KEEPING AND COMPLIANCE

Village Early Education must maintain accurate and secure records relating to students, volunteers and visitors in accordance with applicable requirements. This includes:

- Relevant identification, screening and suitability documentation.
- Student placement and volunteer engagement records.
- Required induction, training and confidentiality documentation.
- Attendance and visitor records.
- Information required for the National Early Childhood Worker Register, where applicable.
- Records of incidents, concerns, notifications or actions taken relating to students, volunteers or visitors.

CONTINUOUS IMPROVEMENT/REFLECTION

Our *Student, Volunteer and Visitor Policy* will be reviewed on an annual basis or earlier if there are changes to legislation, ACECQA guidance or any incident related to our policy. Feedback will be requested from children, families, staff, educators and management and notification of any change to policies will be made to families within 14 days.

SOURCES

Australian Children's Education & Care Quality Authority. *Approved learning frameworks*
Australian Children's Education & Care Quality Authority. (2023). *Embedding the National Child Safe Principles*
Australian Children's Education & Care Quality Authority. (2026). *Guide to the National Quality Framework*
Australian Children's Education & Care Quality Authority. (2026). *Information sheet - Inappropriate conduct*
Australian Children's Education & Care Quality Authority. (2026). Safe use of devices in education and care services
Education and Care Services National Law Act 2010
Education and Care Services National Regulations 2011

REVIEW

POLICY REVIEWED BY	Kelsey Pearce		
POLICY REVIEWED	OCTOBER 2026	NEXT REVIEW DATE	OCTOBER 2027
VERSION NUMBER	V15.10.26		
MODIFICATIONS	• redrafted for clarity • sources checked for currency and updated as required		