

Caroline Chisholm School – Chisholm Preschool Unit

Preschool Volunteer and Visitor Procedure

The following procedures align to support the **Working with Children and Young People act – Volunteers and Visitors (2016 WWCUPVV201310)**.

Parents/carers/family/community members are encouraged to participate in the Caroline Chisholm School – Chisholm Preschool Unit program.

Caroline Chisholm School Educators will:

- welcome visitors to the service 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 service
- ensure that students and volunteers are always supervised and never left alone with the children
- ensure that students do not take unauthorised photographs of children
- ensure that volunteers do not take photographs of children
- ensure that students and volunteers are aware of and work within guidelines, such as the Preschool's Philosophy, Code of Conduct, Policies and Procedures.

Information for Volunteers at Caroline Chisholm Preschool:

- All families are required to fill out a Volunteers Nomination Form and are given Code of Conduct Information as part of the enrolment process before commencement of preschool.
- Any volunteer attending preschool on a daily basis and staying for a period of time or accompanying on excursions/outings needs to sign the *Visitor Sign In Register* (see attached document). These are accessible in each preschool room.
- Assistance is given by staff to fill out these forms as needed.
- Volunteers are required to apply for and gain a Working with Vulnerable People card. More information about how to apply for one of these can be found here: https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/kw/wwwvp
- Volunteer information is communicated to parents through our Preschool Information Booklet given on enrolment (see Preschool Information Handbook).
- Volunteers are not responsible for supervision of children and are not permitted to be left alone with children without staff members present.

- Volunteers are encouraged to stay each morning for a short period as they deliver their child to preschool to chat with staff, change library books with their child, or engage in an activity.
- Volunteers can assist by covering books, putting work in portfolios and assisting at fundraising events as a part of the Caroline Chisholm P&C.
- All community volunteers are encouraged to stay for a day (or part of a day) to observe what our preschool program involves – assisting small groups of children with activities, participating in musical activities, reading stories, cooking with the children, assisting with outdoor activities, gardening, sharing skills and interests with children and generally having a great time with their child and the other children.
- Volunteers from Multicultural & Indigenous heritage are also encouraged to enrich our program – volunteers can read stories, sing songs, assist with art & craft activities, cook, play games and share ideas and celebrations from the diverse range of cultures at our Caroline Chisholm School – Chisholm Preschool Unit.
- Parent/Carer volunteers over the age of 18 accompany us on excursions/outings to meet the correct adult:child ratio.
- Volunteers at preschool are supported by staff to become involved in our program. They are welcome at any time throughout the year to participate in any way they feel they can contribute.

Reviewed February 2020