



3.8 Visitors & Volunteers Policy

PURPOSE(S):

Rationale

Nursery are early childhood educational institutions and are not public places. However, Little Haven Nursery recognises that the involvement of parents/carers and others from the community can play an important role in children's Nursery development and learning. Therefore this policy seeks to provide an open and friendly learning environment, which values and actively encourages visitors to our Nursery.

Little Haven Nursery recognises our duty of care to ensure a safe environment for our nursery students and staff, and our responsibility to protect and preserve nursery resources.

Little Haven Nursery has zero tolerance for child abuse and is committed to meeting the requirements of ADEK through Child Safety Standards which apply to all nursery staff, contractors, volunteers and any other member of the nursery community involved in child-related work with students as part of Parent Involvement Committee (PIC) and/or Little Haven Nursery (LHN).

AIM(S):

To provide a safe and secure Nursery learning environment for all students, staff and resources and to establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open, inclusive and inviting nature of our Nursery.

We recognise our obligation to ensure that any program or content delivered by visitors is consistent with the values of ADEK and LHN child safety and protection.

Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of Australian democracy including a commitment to the following, as outlined in s 1.2.1 of the Education and Training Reform Act 2006

LHN Nursery Programs delivered by visitors must be delivered in a manner that supports and promotes the principles and practice of ADEK.

Definition of a Volunteer

A volunteer at LHN Nursery is a parent/person who voluntarily engages in nursery work without payment or reward.





This is a broad definition including those who participate in Nursery community activities such as;

- fundraising
- assisting with functions
- carrying out the functions of a Parent Involvement Committee.
- any activity carried out for the welfare of the Nurse, by the PIC that is organised to promote the welfare of the Nursery.
- any activity carried out for the welfare of the Nurse at the request of the principal or PIC with approval of Nursery Principal.
- providing assistance.
- attending meetings in relation to PIC.

Volunteer workers are to conduct themselves in a manner that will not cause harm or injury to themselves or others will at LHN.

All visitors are required to treat our students, parents and staff with dignity and respect at all times.

Volunteers and Visitors may be at Little Haven Nursery for a number of reasons including:

- prospective parents and employees
- parent information
- those who are addressing a learning or developmental need
- parent and community volunteers
- invited speakers
- sessional instructors
- representatives of community
- local members of the ADEK or MoE or ADFCA or HAAD or ADP or ADCP or Social Services
- working in the classroom
- sporting events
- other curricular related activities
- conducting business such as:
 - uniform suppliers
 - booksellers
 - official school photographers
 - Abu Dhabi Child Welfare
 - Food Delivery

Implementation

General Requirements for Visitors to Nursery:

Principals and teachers have a duty of care to their nursery students. The duty requires principals and teachers to take all reasonable steps to reduce risks, including the provision of suitable and safe premises and the provision of an adequate system of





supervision.

Visitors who are attending the Nursery to deliver activities, presentations, seminars or other activities and programs to LHN students will be fully supervised by nursery staff at all times.

1. All visitors shall report to the nursery office when arriving or leaving the school premises. Visitors are required to sign the log in book when both arriving and leaving, including printing their name, signing, and recording the date and times and purpose of the visit.
2. On arrival all visitors shall be requested to wear a visitor's badge when on nursery premises. This must be returned when exiting the nursery.
3. Nursery Staff should inform main reception and Principal of expected visitors so that they can be directed to the correct staff member.

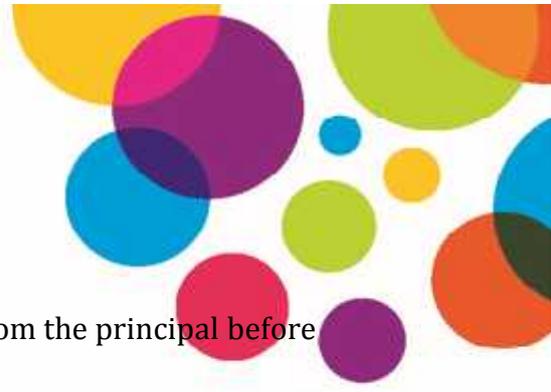
Visitors to Nursery Classrooms or Other Instructional Play Areas:

1. Access to particular nursery classrooms or other instructional areas of the nursery may be restricted upon the recommendation of the teacher in charge or as otherwise deemed necessary by the Nursery Principal.
2. Because classrooms and other instructional areas are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
 - remaining in a designated place or seat
 - refraining from speaking to students while the class or activity is in session
 - refraining from entering or leaving the area while an activity is underway
 - limiting the duration of the visit to particular times or length of time
 - limiting the activities of the visitor to a particular purpose(s)
 - designating particular routes of travel in the building or upon the nursery grounds for safety reasons
3. Visitors wishing to conference with nursery administrators or teachers during the course of the nursery day are encouraged to make arrangements in advance.

Special Situations

1. Both custodial and non-custodial parents of a Little Haven Nursery student have rights to visit the child's nursery unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the nursery shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The nursery principal has the authority to exclude from the nursery premises any person who disrupts or who appears likely to become a disruption to the educational program. Any such individual shall be directed to leave the nursery premises immediately and Abu Dhabi Police shall be called if necessary.





LHN Guest Speakers / Presenters – Guidelines

Incursion and presentation visitors require prior approval from the principal before attending the nursery.

When inviting speakers and presenters into the nursery the following must be considered:

- does their visit serve an educational purpose consistent with curriculum objectives?
- is the presentation appropriate for the age of the audience?
- Parental permission may be necessary for some presentations or activities within Nursery

Criteria for determining the need for a particular visitor or guest speaker to attend the school:

- the visit serves an educational purpose and is consistent with curriculum objectives, nursery policies.
- the content is appropriate for young children in the relevant nursery age group
- the incursion/presentation is consistent with the values of private education within UAE.
- the visit has potential benefit to the nursery learning community
- does the visit represent appropriate use of Nursery resources, including teachers' time
- ensure the safety of nursery students, staff and visitors in the event of an emergency situation at nursery.

