

1. Policy Statement

St Nicholas welcomes practicum students, visitors and volunteers at both it's early education and OOSH services. The safety of children attending St Nicholas services is paramount, and all visitors will be expected to comply with the steps outlined in this policy and procedure while attending any service.

2. Purpose

The purpose of this Policy and Procedure is to ensure:

- All requirements under the Education and Care National Regulations and National Law are met with regard to students, visitors and volunteers
- The health, wellbeing and safety of all children is paramount

3. Procedure Direction

Step	Detail
Practicum Students	Prior to commencing practicum or work experience, all students: • will require written approval from the Nominated Supervisor at the service. • provide a current and verified Working with Children Check or • if under 18yrs of age, proof of age Each day the student attends the service they must: • Sign into the service on arrival via the OWNA platform • Sign out of the service on leaving, via the OWNA platform • No student must be left alone, unsupervised with children at any time
Volunteers	Each volunteers who attends and participates at a St Nicholas service must provide their: • Full legal name • Residential address • Date of birth • Volunteer current and verified Working with Children Check or current Teacher registration The Nominated Supervisor must:

	• Keep a record of each individual day the person attends the service • Keep a record of the hours on each day of participation at the service • Ensure a volunteer is not left alone, unsupervised, with any child
Visitors	• Visitors to the service are people who are not volunteers or students and may be visiting as part of the program or an in-centre experience during vacation care in OOSH. • Visitors are not required to provide a Working with Children Check, except those in-centre experience providers for Vacation Care in OOSH. In this instance, the WWCC must be verified and current. • All visitors must sign into the service on arrival using the OWNA platform • All visitors must sign out of the service when leaving using the OWNA platform • No visitor will be left alone, unsupervised with children at any time • Visitors must not be used as part of staffing ratio • Visitors include any St Nicholas staff who are not part of regular staff at the service

4. Roles and Responsibilities

Role	Responsibility
Approved Provider	• Ensure processes are in place so that all requirements under the Education and Care National Law and Regulations are met
Nominated Supervisor Responsible Person	• Ensure all students, volunteers and visitors are aware of the OWNA sign in and sign out process in the service • Ensure all staff are aware of this policy and procedure • Manage staffing so that students, volunteers and visitors are supervised at all times and never left alone with children • Keep records of all attending students, volunteers and visitors • Ensure all persons attending the service in the capacity of a student or volunteer have current and verified Working with Children Checks

St Nicholas staff	Sign in and out of any St Nicholas service using the OWNA platform each time they visit a service
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5. Related Documents

Policies and Procedures

- Interactions with children (EE and OOSH) Policy and Procedure
- Child Safe and reporting Policy and Procedure
- Supervision Policy and Procedure

Legislation

- [Education and Care Services National Regulations \(2011 SI 653\) - NSW Legislation](#)
Regulations: 149, 177
- [Children \(Education and Care Services\) National Law \(NSW\) No 104a of 2010 - NSW Legislation](#)
Sections: 3A, 167, 170

National Quality Standard

- QA 2.2.1 Supervision
QA 2.2.3 Child safety and protection
QA 7 Governance

6. Definitions

Term	Definition
Staff	A St Nicholas team member whose primary role is not working directly with children, including cooks, support office team members, administration team members, support workers, volunteers
Early Education	St Nicholas service providing education and care to children aged 0 – 5 years
OOSH	St Nicholas service providing education and care to school aged children

7. Document Review

- 7.1. This Policy will be reviewed when there is a legislative change, organisational change, delegations change, technology change or at least every 3 years to ensure it continues to be current and effective.

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