



Visitor/Volunteer Log

Approach

Please refer to the Safety Policy.

The Visitor/Volunteer Log is maintained in each center by Site Managers and Substitute Directors. All individuals age 18 and older who enter the center when children are present sign in and out on the Visitor/Volunteer Log. This includes, SOHS staff who do not work at the center, delivery drivers, contractors, student observers, visitors touring the center, volunteers, and photographers. All classroom volunteers and visitors, including SOHS staff who are red smock qualified are never left alone with children and are under the supervision of center staff at all times.

Head Start Program Performance Standards:

45 CFR part 1302.94 Volunteers

Oregon Department of Early Learning and Care

414-305-0319

Procedures

All center staff are responsible for ensuring that any visitor who enters the center while children are present are recorded onto the Visitor/Volunteer Log. The name of the individual, the arrival and departure time, and reason for visit is documented onto the log.. Center staff ensure each visitor is supervised and never left alone with children. In the event of an emergency evacuation, or center lock down, staff continue to ensure the visitor is not alone with children.

Each completed log is filed in the Facilities binder in the Visitor Log section and kept for two years. The Safety Resource Manager reviews each center's Visitor/Volunteer Log during quarterly center audits. Each Site Manager reviews the Visitor/Volunteer Log monthly to ensure staff are documenting visitors and volunteers who are not enrolled in the CBR.