

Visitor/Volunteer Log

Approach

The Visitor/Volunteer Log is maintained in each center by Site Managers and Substitute Directors and is located at the entrance of each classroom. All classroom volunteers and visitors are never left alone with children and are always under the supervision of qualified staff. The Visitor Log for Office Visits Only is signed by all visitors to the center who will not be entering the classroom and is located at the entrance of each center facility.

Head Start Program Performance Standards:
45 CFR part 1302.94 Volunteers

Oregon Department of Early Learning and Care:
414-305-0310 Central Background Registry Enrollment

Procedures:

All classroom staff are responsible for ensuring that all visitors (except SOHS maintenance staff and parents who are in the classroom less than 15 minutes) who enter the classroom while children are present are recorded correctly onto the Visitor/Volunteer Log. The following information must be documented on the log:

1. Name of the individual
2. Reason for the visit
3. Relationship to the center (volunteer related to child; community volunteer; visitor, PIP, vendor)
4. Arrival and Departure times
5. Name of qualified staff (Classroom Teacher) responsible for supervising each visitor/volunteer while in the classroom or playground area.

Qualified staff ensure each visitor is also never left alone with children. In the event of an emergency evacuation, or center lock down, qualified staff continue to ensure the visitor is not alone with children.

Each month the AA data enters information for family engagement hours and in-kind. After data entry, the original is submitted to Fiscal, and a copy is placed in a file folder kept in the center office for 2 years. The Safety Resource Manager reviews each



center's Visitor/Volunteer Log during center audits. Each Site Manager reviews the Visitor/Volunteer Logs monthly to ensure required documentation is occurring.