



Kaitiaki Kindergartens

Operational Policies

7.05 Visitor Management Policy

Classification: Health and Safety

Date: November 2021

Applies to: All Staff

Review Date: November 2023

Approved by: General Manager Board

Purpose

- To provide procedures to ensure the safety of any visitor to an Association service.

References:

- Health and Safety at Work Act 2015
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations
- Kaitiaki Kindergartens Mandatory Vaccination Implementation Policy (1.15)
- Kaitiaki Kindergartens Privacy and Confidentiality Policy (5.02)
- Kaitiaki Kindergartens Smoke and Vaping Free Policy (7.12)
- Kaitiaki Kindergartens Care and Protection of Children Policy (7.14)

Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Kindergartens and Early Learning Centres – are referred to as services
- Visitor – is a person who comes to the service for a period of time, for a purpose other than to:
 - Engage in their usual employment at the service
 - Drop off or pick up their child
 - Make a delivery
- Parent/Caregiver/Whānau Visitor – is a Parent, Caregiver or Whānau who will be staying in the service for longer than 30 minutes (for example to settle their child).

Policy

The Association is committed to taking all practicable steps to ensure any visitors are kept safe from harm.

Procedure

1. All visitors, including Parent/Caregiver/Whānau visitors must sign the visitors’ register.
 2. All Visitors will be monitored by employees at all times whilst on site.
-



Kaitiaki Kindergartens

3. The relevant employee must ensure that all visitors are aware of emergency procedures, which are to be prominently displayed, and any site hazards that may affect them.
4. Visitors will be expected to adhere to emergency procedures in emergency event or drill.
5. A responsible-adult must accompany any child coming into the centre for a pre-enrolment visit.
6. A child of any age cannot visit a centre if regulated adult-child-ratios cannot be met and/or if the presence of an additional visiting child would mean that the centre exceeds the maximum number of children specified in the licence.

Exceptions to this are:

- a child visiting as per 5 above, and
- events and/or activities where additional adults and children are on site during licensing hours of operation, with approval of the event (including an approved Risk Assessment) by the Operational Leader.

In the instances of these events, an attendance register must be kept for evacuation purposes.

7. Before visitors leave the site, they must sign out of the visitors' register, or in the case of an event, the attendance register.

Signed:

General Manager

Date:

30 MARCH 2023

Endorsed by

Signed:

President of the Board

Date:

30 March 2023