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| Policy Title: | Visitors to Kindergarten Policy | Classification: | Kindergarten Operations |
| Monitored by: | Senior Teachers | Approved by: | GM Professional Services |
| Effective Date: | July 2022 | Review Date: | July 2024 |

Objective: To protect children and staff, while welcoming visitors to kindergarten.

Commitment: HCK is committed to ensuring that all visitors to kindergarten are onsite for legitimate and reasonable reasons and that all requirements have been met to keep children and staff safe.

Related Documents

- Health & Safety Policy
- Engagement and Management of Contractors Policy
- Child Protection Policy
- Visitors Safety Notice (attached)

Policy Details:

1. Our staff welcome visitors wishing to enter kindergarten for a legitimate and reasonable purpose. For the safety of children and staff, there are some limitations:
 - Only people invited by the Head Teacher may take part in the kindergarten programme.
 - Kindergarten staff have the right to ask the purpose of a visit and to seek identification if appropriate.
 - The Head Teacher has the right to refuse a visitor unless the visit is directed by the Association.
 - Staff will not meet with representatives of any organisation to discuss personal matters while at kindergarten.
 - Community Service Workers will not be approved to work in kindergartens.
 - Visitors must not be left alone with a child or group of children unless they are in view of the teachers.
 - Visitors should read the Visitors Safety Notice that is displayed in each kindergarten, along with all other H&S posters, guidelines and directions.
2. All visitors and contractors must record their visit to kindergarten in the following ways:
 - All visitors staying longer than 10 minutes are required to sign the Visitor Logbook.
 - All contractors are required to sign the Contractor Logbook, as per the Engagement & Management of Contractors Policy.
3. HCK is required to meet all current Public Health requirements with regards to COVID-19. Staff will be informed of these requirements and will make them known to visitors.

Review:

This policy will be reviewed biennially in consultation with staff.