

Policy Title:	Visitors to Kindergarten Policy	Classification:	Kindergarten Operations
Monitored by:	Senior Teachers	Approved by:	GM Professional Services
Effective Date:	July 2021	Review Date:	July 2023

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 Log Book.
 - All contractors are required to sign the Contractor Log Book, as per the Engagement & Management of Contractors Policy.
 - All visitors (other than whānau who are briefly dropping off/picking up children) and contractors must use the COVID-19 Tracer App or the manual sign-in sheet.
3. HCK is required to meet all Public Health requirements with regards to COVID-19. For visitors, this means that:
 - They must only be onsite if they are well, and have completed all public health measures
 - Visitors who stay longer than 10 minutes at kindergarten are considered to be volunteers and therefore must show a valid COVID-19 vaccination pass.

Review:

This policy will be reviewed biennially in consultation with staff.



Visitor Safety Notice

Nau mai haere mai

Welcome to our kindergarten and thank you for visiting.

The health and safety of our children, teachers and whānau is extremely important to us.

Visitors have a responsibility to keep themselves safe and not cause harm to others.

If you see anything dangerous in our kindergarten, please tell a staff member immediately.

You must follow any reasonable health and safety instruction given to you by the staff.

You must record your visit by signing the Visitor Log Book and using the COVID-19 Tracer App (or manual sign-in slips).

In an emergency, please follow the instructions of the teaching team.

Please be aware of these particular safety points:

- Gates or doors to the outside or the kitchen must be closed behind you. Never open them for any child not in your care.
- Keep any dangerous objects out of reach of the children. Be mindful of where you put items such as hot drinks, cleaning chemicals, hand sanitiser and knives.
- The floor is sometimes wet and slippery – please take care.
- Keep any electrical items out of reach of the children or switched off unless you are supervising them.
- Tables, chairs and other equipment are low in this kindergarten. Please take care when moving around.
- The pathways and floor are sometimes obstructed with play equipment. Please take care to avoid tripping.

Ahu mihi nui ki a koutou

Thank you very much