



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: June 2020
Review Date: June 2022

Visitors to Kindergartens

Responsible to: Chief Executive Officer

Applies to: All Staff

Purpose: To ensure:

- accurate records are kept of persons present on site
- visitors are welcome in kindergartens and the health and safety of children is protected.

Definitions: Visitors to kindergartens are people spending time in a kindergarten during operating hours who are not employed by WMK and are present in the kindergarten for more than 30 minutes.

Visitors to kindergartens include:

- parents/whānau who spend more than 30 minutes in the kindergarten
- outside visitors such as Government officials, international visitors, ESWs
- Entertainers who are part of the programme

References:

- Education (Early Childhood Services) Regulations 2008
- Child Protection Policy

Policy

1. Visitors will be welcome in the kindergarten. The Head Teacher retains the right to make alternative arrangements with any visitor if the time of the visit is unsuitable.
2. The Head Teacher will be made aware of any visitors to the kindergarten that have been arranged by Senior Teachers or Senior Managers.
3. Generally, representatives of business shall meet members of the teaching team for the purpose of business outside child contact sessions, or with a specific teacher who is on scheduled non-contact or is not part of the regulated teacher child ratio at that time.
4. Visitors who will be in the kindergarten for more than one day or session will generally be asked to fill in the attached form, 'Visitors to Whānau Manaaki Kindergartens', unless documentation is provided by the visitor that meet this purpose.

5. All visitors, other than parents/whānau who are in the kindergarten for less than 30 minutes dropping off or collecting their children, must fill in the visitors' book.
6. Child protection and Health and Safety including emergency evacuation policies and the hazard register shall be on display adjacent to the Visitors Book.

Procedures:

1. The Head Teacher will ensure that the approval form for visitors is completed where necessary.
2. The Association will consider applications for visits based on:
 - reason for visit
 - time of visit
 - appropriateness of person visiting.
3. The Head Teacher has the right to refuse any visitor unless the visit is directed by WMK.
4. Where practicable the Head Teacher will be notified of any person visiting the kindergarten on WMK business.
5. Head Teachers are responsible for ensuring that the Visitors Book and relevant policies are displayed in an area of the kindergarten that is easily accessible and easy for people to find.
6. No visitors will be left alone with a child or group of children where they are not in view of the teachers.

Visitors to Whānau Manaaki Kindergartens:

If you are visiting a kindergarten in our Association for longer than a day, we ask that you fill out this form with your details and send it back to us before your visit begins. Thank you.

Name:

Dates you intend to be at the kindergarten:

Address while in New Zealand:
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Address in home country (if applicable):
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Email address:

Name of organisation you are affiliated with:

Brief explanation of the purpose of your visit:
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Proof of Police check done in your country:

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