

VISITORS TO THE CENTRE

Purpose:

This Procedure provides guidance to staff in the management of visitors to the buildings occupied by Treetops Early Learning Centres.

Treetops Early Learning Centres recognise the importance of visits from whanau in the education and care of children. The principles of partnership, participation and protection encompassed in the Treaty of Waitangi / Te Tiriti O Waitangi shall be met. Teachers are responsible for ensuring that all children are in a safe (physically, emotionally), calm and learning rich environment. These considerations have priority over the requirements of visitors.

This procedure provides an overview for the management of all business visitors (including suppliers, vendors, contractors, hawkers / peddlers and any persons visiting for the purpose of business advancement). This policy also provides an overview to deal with the whanau of our enrolled children when visiting the Centre / Premises.

This policy is designed to:

- Manage health and safety risks associated with visitors being on site.
- Provide a security process to manage access.
- Provide staff with guidance on authorising access
- Provide staff with authority to challenge and control access.

Procedures:

- Treetops Early Learning Centre staff put the consideration of the children above all visitors.
- Staff will challenge any unrecognised visitor on site.
- Staff have the right to disallow visitor's access.
- Centre Management has the final say as to who is allowed access.
- Ongoing Business visitors / contractors must be safety checked prior to be allowed on site unsupervised and must sign a visitors book with time and date entered and time and date left.
- Visitors will not have unauthorised or unsupervised access to children.
- Visitors will be offered sanitiser to sanitise their hands when entering the building.
- Visitors who work with children must be safety checked prior to coming on site.
- All visitors will follow the directions of the Centre Manager and follow all fire evacuation procedures of the building.
- Any accident or injury will be reported to the Centre Manager who will follow the health and safety policy.

Definitions:

Visitor any person (other than those employed directly by Treetops, enrolled children and police checked volunteers) including Whanau and parent enquiries on the premises.

One off business visitors this includes suppliers / Vendors / Hawkers / auditors and any persons visiting for the purpose of business enhancement.

Ongoing Contractor / Business Visitor this includes any persons engaged or to be engaged by Treetops Early Learning Centres (other than a Treetops employee) to do any work at the centre (i.e. maintenance workers (plumber, builder etc.), all staff of Treetops Early Learning Centres (including the board of directors), Ministry of Education staff and associated contractors, Education Review Office (ERO) staff. Ongoing contractors / business visitors must be police vetted before coming on site unsupervised, those that are not employed directly by Treetops must provide satisfactory proof of a clear police vet.

Procedure for Visitors:

Visitor

To centre during opening hours

- Visitor reports to the reception / Centre Manager and signs the visitor log.
- Visitor is to remain under supervision of a member of staff at all times. Visitor to follow emergency procedures as directed by staff.
- Visitor to sign out.

One off Business Visitor:

To Centre during opening hours

- Visitor reports to the reception / Centre Manager and signs the visitors log. Read abbreviated evacuation procedure and hazard identification.
- Visitor is to remain under supervision of a member of staff at all times. Visitor to follow emergency procedures as directed by staff.
- Visitor to sign out.

Ongoing Contractor / Business Visitor

To centre during opening hours

- **Must be police vetted please ask for proof from non-Treetops staff.**
- Visitor reports to the reception / Centre Manager and signs the visitors log. Read abbreviated evacuation procedure and hazard identification.
- Visitors onsite to carry out work as required unsupervised to ensure they maintain all safety requirements during the operation of the work being carried out. Visitor to follow emergency procedures as directed by staff.
- Visitor to sign out.

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