



1.13 Visitor Management and Supervision Procedures

Linked Policy: Health, Safety and Wellbeing

Classification: Health, Safety and Wellbeing

Applies to: All Kaimahi

Approved by: Chief Executive

Date Approved: September 2026

Next Review Date: September 2027

Purpose:

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

Te Ao Māori Considerations:

Uphold manaakitanga by responding with respect and compassion. Communicate in a culturally responsive way and involve the Pou Ahurea if additional support is needed.

Roles and Responsibilities:

Role	Responsibilities
Kindergarten Leader / Person Responsible	Ensures all visitors to the kindergarten sign the visitor's register and read the H&S procedures for being on site.
Kaimahi	Always monitor visitors whilst on site
Visitors	Be aware of the H&S procedures while on site

Definition

For the purpose of these procedures a visitor is defined as a person who comes to the service for a period, for a purpose other than to:

- Engage in their usual employment at the service
- Drop off or pick up their child
- Make a delivery

Visitor Management

1. All visitors must be monitored by kaimahi while onsite and must not be left unsupervised with tamariki unless authorised and appropriately vetted.
2. Visitors, other than a tamariki's whanau, are not permitted into the nappy changing/toilet areas unless absolutely necessary to carry out any contractor work.
3. Kaimahi will ensure that all visitors to the kindergarten (other than parents/whanau at drop off/pick up times) sign the visitor's register upon entry to the premises and sign out when leaving the premises.
4. Emergency evacuation procedures are to be prominently displayed at every exit from the kindergarten.
5. Kaimahi will ensure that all visitors are aware of emergency procedures and any site hazards that may affect them. Any site hazards must be clearly identified.
6. Visitors will be expected to participate in emergency events or drills.
7. A responsible adult must accompany any child coming into the centre for a pre-enrolment visit.



Unwanted Visitor Management

In the event of an unwanted/aggressive visitor, please refer to the kindergartens emergency management plan process.