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## Operational Policies

### 7.05 Visitor Management Policy

**Classification:** Health and Safety  
**Applies to:** All Staff  
**Approved by:** General Manager

**Date:** November 2021  
**Review Date:** November 2023

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#### Purpose

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

#### References:

- Health and Safety at Work Act 2015
- Licensing Criteria for Early Childhood Education and Care Services 2008
- Education (Early Childhood Services) Regulations
- Kaitiaki Kindergartens Privacy and Confidentiality Policy (5.02)
- Kaitiaki Kindergartens Smoke and Vaping Free Policy (7.12)
- Kaitiaki Kindergartens Care and Protection of Children Policy (7.14)

#### Definition:

- Kaitiaki Kindergartens – is referred to as ‘The Association’
- Head Teachers and Centre Managers – are referred to as Service Leaders
- Professional Practice Leaders – PPLs
- Kindergartens and Early Learning Centres – are referred to as services
- Visitor – is a person who comes to the service for a period of time, for a purpose other than to:
  - Engage in their usual employment at the service
  - Drop off or pick up their child
  - Make a delivery
- Parent/Caregiver/Whānau Visitor – is a Parent, Caregiver or Whānau who will be staying in the service for longer than up to a maximum of 30 minutes (for example to settle their child).

#### Policy

The Association is committed to taking all practicable steps to ensure any visitors are kept safe from harm.

#### Procedure

1. Visitors need to be accompanied by an employee and need to be made aware of evacuation procedures and site hazards upon sign in.
2. Visitors will be monitored by employees at all times whilst on site.




# Kaitiaki Kindergartens

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3. The relevant employee must ensure that the visitor is aware of emergency procedures, which are to be prominently displayed, and any site hazards that may affect them.
4. Visitors will be expected to adhere to emergency procedures in emergency event.
5. Before the visitor leaves the site, they must sign out of the visitor's register.

Signed:

  
General Manager

Date: 5-4-22

**Endorsed by**

Signed:

  
President of the Board PAUL GIDEW

Date: 5-4-22