



## **Visitors to the Centre Policy**

### **Goal:**

To ensure the safety of children, teachers, parents and whānau while visitors are in the centre.

### **Statement:** A visitor is defined as:

- i. A person coming to the centre for a non child related purpose;
- ii. A contractor/tradesperson or salesperson;
- iii. An educational professional; or
- iv. Any person deemed by the 'Person Responsible' to be a visitor.

### **Procedure:**

1. Visitors to the Centre must be authorised by the 'Person Responsible' in consultation with teachers and the Trust Committee if necessary.
2. Visitors must read and sign the Occupational Safety and Health information of identified hazards, and complete the Evacuation Assistance register.
3. Visitors must have a specific reason for their visit.
4. Visitors will be supervised at all times.
5. Visitors are not to be responsible for any enrolled children.
6. The 'Person Responsible' has the authority to ask any visitor to leave the Centre.
7. Visitors are not permitted to take any photographs or digital images while visiting the Centre, without specific permission from the 'Person Responsible'.

This policy will be reviewed as per the policy review schedule.

Date: 8 August 2020