



Kindergarten

Dunedin Rudolf Steiner

Learning with head, heart and hands

VISITORS TO THE KINDERGARTEN PROCEDURE

Roles and Responsibilities

The Dunedin Rudolf Steiner Kindergarten has specific health and safety responsibilities for the entire Kindergarten community. These include responsibility to visitors when they are present with the consent of the School or Kindergarten. The Kindergarten must:-

- Ensure they are not harmed by any hazard arising at the Kindergarten
- Ensure they are warned about any significant hazard that arises at the Kindergarten, which might not arise in the ordinary course of events - at the time they enter the Kindergarten
- Ensure that visitors comply with requirements for Covid tracing and containment (eg mask wearing)

The Kindergarten will also ensure that visitors to the Kindergarten are accompanied.

Procedures

Health and safety procedures and information needs to be provided to all visitors.

For parents/guardians/whanau this information is provided :

- When their child enrolls at the Kindergarten in the parent handbook
- In school newsletters
- At parent information evenings

For other visitors, this can be achieved through:

- Through Kindergarten visitor induction process outlined below
- Through appropriate signs and displays

Kindergarten visitor induction

All visitors to the Kindergarten need to be inducted onto the site (except parents doing pick-ups and drop-offs at the beginning and end of the day).

All visitors should be directed initially to the office where they should complete the Visitors Book (this may also be the Covid tracing sheet). They should also be signed out on departure

Information required from visitors in this book is:

- Name
- Title/role
- Who they're visiting
- Time in, and Time out

The visitor will then be accompanied to the relevant teacher/ member of staff. This person will be responsible for ensuring that in the case of fire or other emergency the visitor follows proper safety procedures.

When there are no staff in the office other staff at the Kindergarten should ensure that the person's visit is recorded and that they are appropriately supervised during their visit.

Discretion will be used for regular visitors dropping off or picking up goods from Kindergarten e.g. couriers.

Out of hours visitors

If the Kindergarten is used by other groups – for example for an evening or weekend event , then the groups will be provided with Kindergarten safety information which will include a map of

- Fire safety equipment locations
- Electricity and water cut off points
- Fire alarm
- Fire exits

This procedure is based on the Ministry of Education's Action Guide 8: Protection of Staff, Students, Visitors and Contractors

Signed *J. Maceo*

Date *8-8-2022*

Kindergarten Head Teacher

Name *Julie Maceo*

Date of next review *8-8-2025*