



Kindergarten

**Dunedin Rudolf Steiner**

Learning with head, heart and hands

## VISITORS TO THE KINDERGARTEN PROCEDURE

### Rationale

For the safety of visitors and the kindergarten's students and workers, the kindergarten must be able to identify who is on the site and to ensure their behaviour is consistent with good practice around children. Visitors may include parents/caregivers/whānau, new entrant visitors, tradespeople, staff from support agencies, and other people on kindergarten-related business.

### Purpose:

1. To identify all visitors to the kindergarten.
2. To ensure the office is aware of who is in the kindergarten throughout the day for security and emergency purposes.
3. To provide clear guidelines on identifying visitors.

### 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 and suitably behaved. *(See also Policy on Alcohol, Smoking, Vaping and Drugs)*

### Procedures

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

For parents/guardians/whānau 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:

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- The kindergarten visitor induction process outlined below
- 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. They should also be signed out on departure. Information required from visitors in this book is:

- Name
- 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.

### **If a visitor does not comply with expected standards**

If a visitor to the site does not comply with expected standards of behaviour (for example is under the influence of alcohol or drugs, is behaving erratically, refuses to sign in at the office etc) then the following steps will be taken:

1. A staff member will alert another member of staff to the situation, so that the situation is also monitored by another person.
2. If it is considered safe to do so then the staff member will tell the visitor that their behaviour is unacceptable, and that if it is not behaviour that can be amended (eg intoxication) then they will be asked to leave.
3. If the visitor does not comply, or cannot be safely approached, then the visitor will be treated as an intruder, and advised that if they do not leave the premises the police will be called. The staff member will work with the alerted colleague, to ensure that children are out of harm's way, and that police are called to the incident. Lockdown Procedures may be implemented.

### **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

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

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Signed J. Macleod  
Kindergarten Head Teacher

Date 21/9/23

Name Julie Macleod

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