

## Visitors including non-enrolled children

### Rationale

The preschool often has many visitors including outside professionals, students from other areas of Ko Taku Reo, students on community placements or work experience, families interested in future enrolment or families on a Preschool Residential Course (PRC). While being welcoming and accommodating to visitors, including visiting children, we need to make the wellbeing and participation of our enrolled students paramount.

### Procedure

#### Visiting children:

- A visiting child of any age must be counted towards regulated adult-to-child ratios and licenced maximum requirements while they are present at the centre during licensed hours.
- At Preschool we are always well staffed to ensure exceptionally low adult: child ratios and to accommodate the extra visitors we often host within the preschool. Our usual staffing allows for a ratio of 1:6 if fully enrolled.
- All pre-planned visits will be recorded on our office calendar which is freely accessible to families.

#### Enrolment visits:

- Visits will be pre-planned and recorded on the office calendar.
- Enrolment visits will not be planned for days when Preschool is at maximum enrolment.
- Where practicable the Preschool Lead teacher will accompany the family and child on their visit to ensure 'on the floor' staff can continue their duties as usual.
- When this is not possible it will be explained to the family on arrival that they need to supervise their own child during the visit and that a teacher may speak with them to answer questions but must still fulfil their 'on the floor' duties.
- Visitors who turn up without an appointment will be accommodated if possible. Otherwise, they will be asked to make an appointment and return another day.

#### Friday Play Group:

- Preschool hosts an informal 'playgroup' on Fridays for Deaf children, CODA or children within the Deaf community who may wish to enrol when they turn 2.
- Children visiting for the playgroup will always be accompanied by an adult who will be responsible for their supervision.
- Playgroup will be hosted on Fridays as this is our day with the lowest enrolled number of children so we can accommodate extra visitors without exceeding our licensed maximum. Playgroup will be halted or moved to another day if this situation changes.

#### Visits of school aged children:

- Occasionally staff children, other children from within Ko Taku Reo or siblings of preschool children may visit during the day.
- These children will be accompanied by an adult who will be responsible for their supervision.
- These visits will be planned and will only be permitted when these additional children do not exceed our licensed maximum number.

**Unaccompanied visits of older children or students:**

- Preschool will intermittently host older students who will visit without an accompanying adult. These may include staff children, high school or Tu Kokiri students, and external university students.
- Preschool staff will be responsible for the supervision of these visitors and these visits will only be permitted when this is possible.
- These students will be expected to:
  - Wear a visitor name badge or otherwise be identified as a visitor.
  - Leave all personal possessions including phones outside the Preschool premises.
  - Use appropriate language and behavior inside the Preschool with children and staff.
  - Listen to the instructions or requests of preschool staff and leave if asked to.
  - Failure to follow our Preschool rules or listen to instructions will result in being asked to leave and possible exemption from future visits.

**Adult or University Student Volunteers:**

- Preschool will host volunteers for work experience or community placement in a Deaf Community setting.
- Preschool staff will be responsible for the supervision of volunteers and their timetable will be agreed upon before commencing their volunteer hours.
- All volunteers will complete the Preschool Volunteer Assistant Agreement Form.
- Safety checks will be done at the discretion of Preschool Management.
- Safety Checks are not a legal requirement for volunteers and therefore no volunteer will be left unsupervised with children.
- A brief induction will be held with volunteers to ensure they are aware of appropriate behaviour, dress and language while working with Preschool children and staff.

**Exceeding licensed maximum number of children:**

- On occasion we may exceed our licensed maximum number of children briefly while these visits are taking place: if more than one family with siblings are visiting the preschool at the same time; if visits overlap; if visits coincide with pickup or drop off times; or during special events.
- In this situation the Preschool Lead will ensure that staff maintain their supervision and provide additional support as needed.
- A risk assessment will be made for special events and PRC visits as needed. This will include children who might need extra support or supervision during busy times and identifying who will be responsible for looking after both enrolled and visiting children.
- During all special events, or particularly busy times staff will be aware of children who may need extra support and will allow for extra outside, quiet room, or one-to-one time if needed. Extra staff will be made available to ensure supervision is not compromised during these times.

**Outside Professionals**

- Outside professionals including AoDC, EIT, SLT and others often visit children at Preschool, this is encouraged.
- It is important for visitors to understand when they are in our space, they represent us and therefore need to embody our preschool values.
- These visits should be made by appointment so we can ensure the children are present and there are no conflicts.
- Outside professionals will liaise with the child’s key teacher and the Preschool Lead to make appointments and share information.
- They will not be allowed to remove the child unless the parent/s or caregiver are present.

**Associated policies:**

- Hazard identification and management procedure
- Parents and Whānau collaboration and induction to the preschool
- Risk Assessment and Safety Checking Procedure
- Supervision of Children Procedure
- Working Protocols for Collaborative Practices with Other Agencies and/or Services

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Review partners	Lead Teacher, Staff, Parents
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Signed:	
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