

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. PRC will always be held in weeks 5 and 9 and families will be made aware via the Home App.

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.

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 licenced maximum. Playgroup will be halted or moved to another day if this situation changes.

PRC visits:

- During weeks 5 and 9 of each term Ko Taku Reo hosts visiting families for a Preschool Residential Course. Part of this course includes visits to the preschool.
- The PRC coordinator will be rostered off the floor for the duration of PRC and will therefore be additional to ratio when working with PRC families within the preschool environment.
- The Preschool Lead will work closely with the PRC team to ensure the families are accompanied while visiting the preschool and that we do not exceed our licenced maximum number of children.

- The preschool staff will be aware of the PRC course taking place and who will be visiting. They will continue with their rostered duties and supervision as usual.

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 in advance 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 Assitant 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 breif 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 (PRC); 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 visting children.

- During all special events, PRC visits, 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.

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

Reviewed	December 2023
Review partners	Lead Teacher, Staff, Parents
Next review date	December 2026
Signed:	
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