



Version 1 | Mahi Tuatahi
Effective Date | Whakamana tahito : December 2023 | Tihema 2023
Next Review | ā houanga arotake: December 2025 | Tihema 2025
Policy Owner | Rangatira Kaupapa Māhere: Chief People Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief People Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

To ensure:

- accurate records are kept of persons present on site,
- visitors and volunteers are welcome in Whānau Manaaki kindergartens and home-based services, and the health and safety of children is protected.

Definitions:

Visitors to kindergartens and home-based services are people spending time in a kindergarten or home-based setting, during operating hours for a short time period, and who are not employed by Whānau Manaaki, on a regular and ongoing basis.

Visitors to kindergartens and home-based services include:

- parents and whānau who spend more than 30 minutes in the kindergarten or home-based setting,
- whānau not otherwise named on tamariki enrolment forms, (e.g. visiting grandparents),
- Internal Visitors from other kindergartens, Head Office or Piri'anga Alofa Pacific and Community Services,
- External visitors such as Government officials, international visitors, regulators, Education Support Workers (ESWs) or visitors from other Early Childhood Education services,
- Contractors or Entertainers supporting the delivery of the kindergarten or home-based programme,
- Contractors undertaking maintenance or repair work on the kindergarten or home-based premises.

Volunteers in kindergartens and home-based services are people spending time in a kindergarten or home-based setting during operating hours and whose intention it is to work directly with children and who are not employed by Whānau Manaaki, on a regular and ongoing basis.

Volunteers to kindergartens and home-based services include:

- Domestic or overseas students volunteering,



- People considering undertaking early childhood study who are volunteering in kindergarten or home-based services,
- Community members providing support, e.g., working bees, laundry, reading to tamariki or gardening.

This policy does not cover students on placement.

Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers and TONI Educator's employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

General Principles | Mātāpono Whānui

1. People will be welcomed appropriately and manaaki extended to all persons visiting or volunteering in our kindergarten and home-based services.
2. The Head Teacher, Visiting Teacher or TONI educator retains the right to make alternative arrangements with any visitor if the time of the visit is unsuitable.
3. The Head Teacher or TONI educator will be made aware of any visitors to the kindergarten or home-based setting, that have been arranged by Senior Teachers, Visiting Teacher or Senior Leaders.
4. Subject to the points below, all volunteers will be police checked before they start volunteering in the kindergarten or home-based service.
5. Visitors and volunteers working in kindergartens or home-based services from a training provider with whom Whānau Manaaki has an agreement in place, and that provider can formally attest that they have undertaken all safety checking as per the Children's Act, Whānau Manaaki will not seek an additional policy check.
6. Visitors or volunteers working in kindergartens or home-based services will have the permission of Whānau Manaaki before they visit or start volunteering. Whānau Manaaki will work with the Head Teacher or TONI educator to ensure they are comfortable with the visitor or volunteer working in the kindergarten or home-based service before permission is granted.
7. Visitors and volunteers who will be in the kindergarten for more than one day or session will generally be asked to fill in either of the attached forms, 'Visitors to Whānau Manaaki', or 'Volunteers in Whānau Manaaki Information'.
8. No visitors or volunteers will be left alone with a child, or group of children where they are not in view of the teachers or TONI educator.
9. Generally, representatives of business shall meet members of the teaching team for the purpose of business outside child contact sessions, or with a specific teacher who is on scheduled non-contact or is not part of the regulated teacher child ratio at that time.





10. All visitors or volunteers, other than parents/whānau who are in the kindergarten or home-based service for less than 30 minutes dropping off or collecting their children, must fill in the visitors' book.
11. Child Protection and Health and Safety including emergency evacuation policies and the hazard register shall be on display adjacent to the Visitors Book and brought to the visitors' attention.

Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

Education (Early Childhood Services) Regulations 2008

Licensing criteria for home-based ECE services

Licensing criteria for centre-based ECE services

Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

- Visitors to Whānau Manaaki Procedure
- Visitors to Whānau Manaaki Form
- Volunteers in Whānau Manaaki Form
- Child Protection Policy
- Students Policy
- Changing, Toileting and Bathing Children Policy
- Administration of Medication Policy
- Accidents, First Aid and Medical Procedures Policy

Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every two years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





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Procedures:

1. Visitors will be welcomed appropriately and manaaki extended to persons visiting or volunteering in our kindergarten and home-based services.
2. The Head Teacher, Visiting Teacher or TONI educator will ensure that the approval form for visitors is completed where necessary.
3. Whānau Manaaki will consider applications for visits based on:
 - reason for visit
 - time of visit
 - appropriateness of person visiting.
4. The Head Teacher, Visiting Teacher or TONI educator has the right to refuse any visitor unless the visit is directed by Whānau Manaaki.
5. Where practicable, the Head Teacher, Visiting Teacher or TONI educator will be notified of any person visiting the kindergarten or home-based service on Whānau Manaaki business.
6. Head Teachers and TONI educators are responsible for ensuring that the Visitors Book and relevant policies are displayed in an area of the kindergarten or home-based service that are easily accessible and easy for people to find.
7. No visitors will be left alone with a child or group of children where they are not in view of the teachers or TONI.





Visitors to Whānau Manaaki Form

Prior to completing this form, we advise you to read through the Visitors and Volunteers to Whānau Manaaki Policy

Visitors to Whānau Manaaki:

If you are visiting a kindergarten or home-based service in our Association for longer than a day, we ask that you fill out this form with your details and send it back to us before your visit begins. Thank you.

Name: _____

Dates you intend to be at the kindergarten/home-based service:

Contact Address:

Contact Phone Number: _____

Email address: _____

Name of organisation you are affiliated with: _____

Brief explanation of the purpose of your visit:

Proof of Police check: _____





Volunteers in Whānau Manaaki Form

Prior to completing this form, we advise you to read through the Visitors and Volunteers in Whānau Manaaki Policy

Volunteers in Whānau Manaaki Form:

If you are volunteering in a kindergarten or home-based service in our Association for longer than a day, we ask that you fill out this form with your details and send it back to us before your visit begins. Thank you.

Name: _____

Dates you intend to be at the kindergarten/home-based service:

Address:

Contact Phone Number: _____

Email:

If you affiliated with an organisation, what is the name of the organisation: _____

Brief explanation of the purpose of your visit: _____

Proof of Police check: _____

