

Introduction

C&K is committed to providing a safe and healthy workplace for children, staff, students, volunteers, external contractors and visitors. An induction is required for all centre visitors to ensure safety standards are maintained and visitors are aware of their obligations and responsibilities.

For the purpose of this procedure:

- **A visitor can be:**
 - Any person (including a parent / guardian or family member) that spends an extended period time at a centre **other than** attending a centre event or 'settling in', dropping off and collecting a child.
- **Persons not classed as a visitor:**
 - A person entering a centre/C&K site to deliver mail, products, resources or materials.
 - A person who is a contractor, student or volunteer. This person comes under the scope of the [Students, Volunteers and External Contractors Procedure](#) and must be supervised by an employee and not left in sole care of children for any length of time.
- **Please note:** Over time, a visitor may meet or go beyond the [Blue Card Frequency Test](#) and will require a Blue Card and further induction. Complete regular audits of visitor register (form/Kidsoft Visitor Report) to determine visitor frequency.

Centre responsibilities

Induction

- Induct all visitors annually covering all items of the *Visitor Induction Checklist*. Induction must include:
 - The location of emergency exits and assembly point(s), adult toilets and relevant facilities.
 - Their responsibilities during an emergency evacuation.
 - Relevant local level centre protocols e.g. risk assessments.
- Maintain an accessible 'Visitor Induction Folder' (containing *Visitor Induction Checklist* and induction materials).

Visitor register

- Ensure all visitors sign in and out of centre:
 - Kindergartens - *Visitor Register*.
 - Childcare Centres and Next Gen Kindergartens via Kidsoft.

Supervision

- Supervise and never place visitors in sole charge of children for any length of time.
- Provide visitors with appropriate direction, support and respond to any questions regarding their responsibilities and obligations.

Visitor responsibilities and obligations

- Complete *Visitor Induction Checklist* annually.
- Complete Visitor Register daily upon arrival and departure:
 - Kindergartens - *Visitor Register*.
 - Childcare Centres and Next Gen Kindergartens via Kidsoft.
- Only undertake tasks and interactions with children under the close supervision of educators.
- Respect the privacy of others and refrain from sharing personal information outside the centre or recording and photographing other children unless prior written C&K and a child's parent/guardian authorisation has been obtained.
- Do not administer children's medication, first aid or assist with children's toileting/nappy change routines.
- Direct all children's behavioural concerns to educators. Corporal punishment is not tolerated at C&K centres.
- C&K welcomes all families, and therefore requests that you do not discriminate or harass others based on gender, race, ethnicity, sexuality, religion, age, disability, beliefs or background.
- Refrain from smoking or visiting the centre if adversely affected by alcohol or other substances.
- Raise concerns firstly with the centre director. Complaint options are listed on the Centre Profile displayed in the foyer.
- Immediately report any child harm concerns (within or external to the centre) to the centre Director / Early Childhood Education Manager / Committee.
- In the event of an emergency, please follow staff directions.
- Exercise due care to prevent accident or injury to yourself and others, and immediately report all safety concerns and hazards to the centre Director.
- Use your best endeavours to protect the interests of C&K by performing all agreed tasks and following the reasonable and lawful directions of staff.
- When needed, seek the support and direction of staff.
- Become familiar with the documents within 'Visitor Induction Folder'.