

Visitors to the Centre Policy

Category: Governance, management and administration
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Policy Statement

The Early Childhood Learning Centre (ECLC), commits to ensuring the safety and well-being of the children and visitors at all times.

Rationale

Teachers are aware of who is in the Centre at all times, including the purpose and duration of the visit.

All visitors

- On arrival, all visitors must report to the Team Leader or a staff member.
- Visitors will be asked to sign in / out in the Visitors' Book so teachers are aware at all times of who is in the centre.
- Visitors who would be unaccompanied by a staff member at any point during the visit are to sight the Centre's Hazards Register and be made aware of any current hazards so that precaution towards personal and overall safety can be taken.
- Visitors who would be unaccompanied by a staff member at any point during the visit will be requested to wear a nametag. Stickered tags will be provided by the Visitors' sign in/out Book.
- Visitors will not undertake any care-giving routine.
- Visitors / contract workers will not be in the toileting area or sleep room without the knowledge and permission of the Team Leader, and will be supervised by a staff member if children are in the toileting area or sleep room.
- Taking photos or videos of the children is prohibited unless permission has been sought and given by the parents / caregivers of the children present.

Research / student visitors

- All research conducted at the Centre must have prior approval from the Manager who will first meet face-to-face with the researcher to obtain information of the research or study to be conducted.
- All research carried out at the Centre and/or of Centre children must be approved by the relevant university's Ethics Committee or equivalent.
- A copy of the research brief, consent letters and other relevant materials will be provided to ECLC staff and filed in the office.
- Signed parent consent must be obtained before any child is involved in the research.
- No child information will be given to researcher / student by the Centre unless permission has been given by parent / guardian of child.
- Any research work carried out outside of the Centre (e.g. in child's home, a clinic or studio) is the responsibility of the parent / guardian.
- Taking photos or videos of the children at the Centre is prohibited unless permission has been sought and given by the parents / guardian of the children involved in the research.
- All materials collected at the Centre must be kept confidential and private, in accordance with the research brief.
- All students / researchers will observe the above guidelines relevant to **all visitors** to the Centre.

Related documents

- Child Protection Policy