

Visitors to the Education and Care Service Procedure

This procedure includes all persons at or near the Education and Care Service including, but not limited to:

- Assessment and Compliance Officers
- Suppliers and/or Sales Representatives
- Volunteers
- Work Experience Students
- Practicum Students
- Student Supervisors
- Contractors

All visitors are:

- Only permitted in the Education and Care Service after identification is seen and approved by the Approved Provider/ Nominated Supervisor/Certified Supervisor.
- To sign in on arrival (full name and time of arrival), out on departure (full name and time of departure), as well as reason for visit, in the attendance register (this register is located in the foyer/office area).

The Approved Provider/ Nominated Supervisor/ Certified Supervisor will ensure:

- In an event of an emergency, all visitors are to be advised of the evacuation assembly area.
- This procedure is reviewed when required.