



The Briars Special Early Learning Centre

Visitors' Policy

The Briars Special Early Learning Centre staff acknowledge that they work within a multi-disciplinary team which involves visits to the centre by families of the children, DE professionals and other agency and therapy staff. In addition we accept a range of visitors including new families, colleagues seeking peer mentoring, students, Child Care staff and other interested visitors.

All visitors are required to contact the preschool prior to their visit. The purpose of their visit and number of people attending needs to be clarified and a time negotiated that is suitable to both parties and least disruptive to The Briars program. The Briars needs to monitor the number of visitors to the centre to ensure that the learning program is not compromised and that a calm atmosphere is maintained and that these visits do not impact on the attending children's wellbeing.

Therefore the following procedures will be followed:

- In the case of allied professionals and other people working with a child, the therapist will be directed to contact the reporting teacher via telephone or email and the proposed date and time will be written in the day book. Maximum 2 therapists at any given time.
- In the case of peer mentoring visitors and tutoring, the office staff will liaise with the Director to arrange further contact with the site/educator
- In the case of new families, students, and other interested persons, these enquiries will be forwarded to the Director, for consideration and confirmation. In the absence of the Director, or the office staff will take details and confirm with the Director as soon as possible.
- DCSI Clearance
- Sign visitors book - in and out