

## Exclusion Policy

### **Rationale:**

To protect the children and staff at Fingerprints Christian Preschool from possible harm.

### **Practices:**

At all times before approaching a person and asking them to leave the premises the Centre Director or most senior person in the centre at the time, will alert another staff member as to what they are about to do. The children and staff's safety will be of paramount importance at all times and the Police will be called if necessary.

**Unauthorised Collection** At enrolment parents are asked to provide documentation, for example, a court order, that names person's who are not allowed to collect a child from the centre, and to provide a list of people who are authorised to collect their child. If a staff member suspects that any person who is not authorised to collect a child is attempting to come into the centre, they have a duty to inform the Centre Director. The Centre Director will verify their identification and ask them to leave the premises. Photo identification may be asked for in any instance where a teacher is unsure of the identity of a person who is collecting a child from the centre. If they refuse to leave, the Centre Director will contact the child's family. If they attempt to leave the premises with the child, or refuse to leave themselves, then the Police will be called and Parent/Guardian's contacted.

**Other Court Orders** Where the owners of Fingerprints Christian Preschool believe it is necessary to ban somebody from the property a court order will be sought from authorities. If a person who has orders from the court attempts to breach the order the Police will be called immediately.

**Person affected by alcohol or other substances** If a staff member suspects a person (including another staff member) has come to the centre during operating hours, that has recently used and is affected by alcohol or any other substance that has a detrimental effect on the person's functioning or behaviour, they have a duty to inform the Centre Director immediately. The Centre Director will direct the affected person to leave the centre immediately.

Where the affected person is attempting to pick up a child, and is a parent or a person who is authorised to do so, a teacher may offer to call another parent/guardian to collect them or a taxi if requested.

**Smoking** All staff members are to take responsibility for ensuring that no one smokes on the premises, and are to inform the Centre Director immediately if they suspect or observe somebody attempting to light a cigarette or who enters the premises whilst smoking.

Any person entering the premises whilst smoking, will be requested to extinguish their cigarette, and if non-compliant, will be asked to leave the premises by the Centre Director, as per Smoking Policy.

**Person who has physically abused or committed a crime against children** If staff at Fingerprints Christian Preschool have reasonable grounds to believe that a person:

-has physically ill-treated or abused a child or committed a crime against children; or  
-in guiding or controlling a child, has subjected the child to solitary confinement, immobilisation (except for instances in accord with 139AE of the Education Act 1989), or deprivation of food, drink, warmth, shelter, or protection;

Then the above person will be excluded from coming in to contact with children.

Pre employment police checks will be carried out and due care will be taken when doing background reference checks during employment, as per Child Protection Policy.

<http://www.legislation.govt.nz/act/public/1989/0080/latest/DLM7269342.html>

<http://www.education.govt.nz/assets/Documents/School/Managing-and-supporting-students/Guidance-for-New-Zealand-Schools-on-Behaviour-Mgmt-to-Minimise-Physical-....pdf>

#### **Exclusion of a person with a Physical or Mental health disease or condition**

Any person who is known, or suspected to, have an **infectious disease** as listed in the 2<sup>nd</sup> schedule of the Health Regulations 1966 will be required to leave the centre.

Parents of children who do, or may have, an infectious disease will be asked to collect them. The child will be isolated from others (with a staff member) until collected as per Sickness and Infectious Diseases Policy.

<http://www.legislation.govt.nz/regulation/public/1966/0087/latest/whole.html>

Look at the potential for adding offensive/ abuse to staff.

#### **GUIDING DOCUMENTS:**

**Smokefree Environments Amendment Act 2003**

**Education (Early Childhood Regulations) 2008 46, 56, 57, 58**

**HS31, HS33**

**Education Act (1989) 139AE**

Approved by:

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Date: July 2023

Service Provider

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Date: July 2023

Reviewed: July 2023

To be reviewed: July 2025