Building Assistance Register

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS105, HS106

Playcentre Name _____

This Assistance Register will be maintained and continuously updated by the Centre whānau in conjunction with the Kaimahi.

1. This Register should be reviewed each term and as circumstances change, with all copies manually updated. It should be replaced / reprinted at least annually.

   This is not just about your centre environment. You might have someone who is injured and needs assistance short term, or you might have someone join your centre with a wheelchair.

3. This Register should be readily accessible to the Building Warden and Fire Service.
4. This Register should be located and displayed next to the centre's sign in area and included in all copies of your emergency plan.

The following locations/situations have been identified as areas/instances where assistance may be required for people/children to evacuate safely in an emergency:

Date	Likely LOCATION of anyone requiring assistance	Assistance Required	Person Assigned to Assist
	Sleeping room in cots	Remove sleeping infants/babies from the sleeping room	Parent on duty inside the building
	Toilets	Get children quickly away from the toilets and outside	Parent on duty inside the building
	Infants/toddlers in highchairs	Remove children from highchair and remove from the building	Parent on duty inside the building

Centre members <u>will ensure disabled members and visitors</u> <u>receive adequate assistance</u> during an emergency:

Warden(s) at the time of an alarm, will appoint a suitable person to assist any person(s) with disabilities who are in the building as per the Building Assistance Register.