



Policy for Visitors to Pre-School

Policy Statement

The safety of our children is paramount. This policy has been put in place to ensure that visitors to our pre-school are carefully checked and monitored during their time at our setting. It will ensure that no unauthorised person has entry to our pre-school.

Procedures

External doors will be kept securely locked at all times.

All visitors must ring the door bell for attention.

Staff will be aware of any visits for that day and will always ask to see ID before being allowed to enter the setting.

If staff are unsure of any visitors, we will ask them to wait outside and phone for authorisation from ID before being allowed entry.

Unauthorised visitors will not be allowed in the setting.

Visitors must sign-in on the visitor list and sign out as they leave.

Visitors will be accompanied, or supervised, during the whole of their time in the pre-school.

The manager must be informed immediately if members of the police, fire service, local authority, ofsted, or other official bodies arrive at the pre-school unexpectedly.

If any visitor behaves in an unacceptable or threatening manner, they will be required to leave and will be escorted from the setting immediately. In this situation, the manager must be informed and if necessary the police should be summoned to remove the visitor acting in this way.

Signed by Manager

Date

Signed by Chair of Committee

Date