

## VISITORS POLICY

### POLICY STATEMENT

The safety and security of the premises is maintained at all times and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access at any time.

St. Eval Pre-school happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff. This will avoid any unnecessary disruption and we always advise visitors to book in advance, to ensure a suitable member of staff is available.

The Manager – Rachael Richards – or in their absence, Hannah Burchell have the authority to determine which visits are to be permitted.

St. Eval Pre-school reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where Parents are separated, both custodial and non-custodial Parents have the right to visit the setting, unless a court order is in place, restricting such contact or accessibility. We must have this copy on file.

All visitors will be asked to complete the 'Visitors Registration' signing-in form, located at the main front door. This will include their name, time of arrival and departure and reason for visit.

A member of staff will check identification of visitor.

All professional visitors should wear a badge / lanyard to identify themselves to Staff and Parents. Those visitors who are unfamiliar, will be asked to wear a 'Visitor' lanyard during their visit.

Visitors must always be accompanied by a member of staff whilst within the Pre-school. The Management Team must advise the visitor of all fire exits and notify them of any planned fire drills for that day.

Visitors will be asked to keep their personal mobile phones stored away securely in their bags or one of our designated boxes.

### Security on the Door and Within the Setting

- Staff MUST check the identity of any visitors, before allowing them to enter the premises.
- All visitors must complete the Visitors Registration signing-in form immediately.
- Passwords for collection and authorised persons to collect, must be checked within the child's personal folders or collection form, that would have been completed by the primary Carer.
- Visitors must always be accompanied by a member of Staff whilst in the premises.
- Parents, Students or visitors are reminded not to allow entry to any person, whether they may seem familiar or not.
- The Pre-school will under no circumstances, tolerate any form of harassment from third parties, including visitors, towards others, including children, Staff members and Parents.

All Policies to be reviewed annually.

Acceptance of Policy		
<b>APPROVAL</b>		<b>AGREED</b>
Signature:		Signature:
Name & Position:	Rachael Richards - Manager	Name & Position: On behalf of the committee
Date:		Date:
Review Record		
Reviewed by:	Position:	Date:

