

VISITORS POLICY

Safeguarding & Welfare Requirements: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

POLICY STATEMENT

The safety and security of the premises is maintained at all time 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

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 and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

The Manager – **Rachael Richards**– or in their absence, **Hannah Richards** 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 placed restricting such contact or accessibility (We must have a copy of this document on file).

All visitors should wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the pre-school. The Manager must advise the visitor of all fire exits and notify if there are any planned fire drills for that day.

Security on door and within the setting

- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorised persons to collect must be checked within children's personal folders or collection forms that have been completed by primary carer.
- Visitors to the setting must be signed in and recorded in the visitor's book immediately.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The pre-school will under no circumstance, 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

APPROVAL Signature: Name & Position: Rachael Richards - Manager Date:	AGREED Signature: Name & Position: On behalf of the committee Date:
---	---

Review Record

Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date:
Reviewed by:	Position:	Date: