



Visitors Policy & Procedure

All staff must take all reasonable steps to prevent unauthorised persons entering the premises and have an agreed procedure for checking the identity of visitors as outlined below.

- Visitors on site must have a pre-arranged appointment with a member of the staff team that is recorded in the office diary.
- Before any appointments are agreed the diary should be checked to ensure no other appointments have been arranged and that the member of staff is free of childcare duties and able to host the meeting without jeopardising statutory adult to child ratios.
- We prefer to have only one visitor on site at any one time during the hours of 08:00-17:45
- All visitors must sign in and out via the visitor book.
 - The date and time of arrival.
 - Full name and address of the visitor.
 - The purpose of the visit.
 - The time of departure.
 - The visitor's signature
- All visitors must be accompanied by a member of staff on and of the premises
- All visitors must be met at the gate by a member of staff and are not to be given access via the intercom.
- Parents and any person visiting/working on the premises will be made aware of the no smoking, mobile phone and camera policy.
- No Dogs except assistance dogs are allowed on site.
- No Drop-ins.

Meetings with Parents (excluding termly parents evening appointments)

- Should be held in the Office or Staff Room
- Meeting should be for a valid purpose and be recorded via the parent meeting form.
- A Manager should be aware of and or present at a parent meeting with a key worker (Manager, SENDCO, Deputy).

- Staff should avoid meeting parents alone to ensure accuracy of information, and ensure staff are protected from any threatening behaviour or potential verbal abuse.

New parent show arounds

- By appointment only
- Note no mobile phones, no photographs (as above)

Meetings with external visitors (contractors, early years professionals)

- Meeting should be for a valid purpose and must be pre-arranged and recorded in the office diary to ensure no clashes of appointments.
- A manager must be aware of the appointment
- Staff **MUST** check the identity of visitors by asking to see their ID badge and/or making a phone call to verify the identity of that person.
- If staff are not satisfied with the verification, then they must refuse them entry to the site Preventing unauthorised persons from entering the premises and ensuring that no one can enter my premises without prior knowledge of a Manager.
- Where possible any visits from contractors will be arranged when children are of site
- Any building work which may take several weeks will be reported to Ofsted and Disclosure and Barring Checks will be carried out if they deem necessary.
- Children will never be unsupervised with any visitor on site.
- A Manager will check with Ofsted whether a DBS check is required on a regular visitor, taking account of how frequently, and for how long, the person is visiting the preschool.
- If any meetings are held via zoom, staff members must ensure that no children can be identified in the background of the screen.

This policy was adopted in September 2021

It will be reviewed annually or as required

Last updated: 10.11.22

Signed by the Preschool Committee:

Signed by the Preschool / Club Manager: