



# Visitors Policy



The safety and comfort of the children remains our primary concern. To that end we wish to keep disruption to a minimum from any visitors to the premises, whatever their business here.

## Visits by Appointment

All visitors are required to make an appointment to visit the preschool during a preschool session. This ensures that the staff have the time to plan for the visitor's arrival and prepare the children and any activities accordingly. Open days are held specifically to cater for prospective parents wishing to view the pre-school.

## Safety during visits

The safety of the children in the session is paramount when visitors enter the preschool

- A bell is placed on the outer door to be used when a session is in place. Both inner and outer doors are locked during a session
- When the outer door is open the inner door can be closed so a member of staff can open the outer door but the children can not be seen or get out. The member of staff can then make a judgement on the visitor and decide whether to let an unplanned visitor into the playroom. Official visitors should carry a form of identification. If the staff member is unsure of the validity of the visit the staff member should telephone their department to double check.
- A visitor must be supervised by a member of staff at all times and not let out of the staffs sight. CRB checked visitors such as volunteers, parents and students may be unsupervised in the playroom but may not be left alone with any child and must not accompany any child to the toilet
- All visitors are required to sign the visitors book with date, time of arrival, name and purpose of visit this includes.
- When the visitor leaves the date and time of departure must be signed

### ***Unknown visitors / people not CRB checked***

- Works people or electricity meter readings
- Can be asked to come back when the preschool is not in session

## Visitors book

This will include time of arrival and departure, purpose of visit and organisation they represent, sign in and out. This document is displayed on the table in the lobby during preschool sessions and in the lobby.

## Methodist Church users

The preschool is situated in the Methodist church and some members have a key to enter the outer door. Church members inform the staff when they are in the building but do not enter the preschool rooms. There is a chain on the inner door to prevent church members entering the preschool room while using the church. All registered key holders are on a list held by the church and the preschool. In the event that the key is lost immediate steps are taken to have the lock changed and new keys issued.