



## **Visitors Policy**

### **Statement:**

We recognise that visitors will be joining us at Pippins Preschool from anything to a few minutes to a few hours, whether it is a potential parent, a guest speaker or an advisor.

Visitors could include, but is not limited to:

- Health care professionals
- New parents
- Parents wanting to view the setting
- Specialist teachers
- Social Services
- Local school teachers
- Trades people
- Music class teachers

### **Aim**

- To make visitors feel welcome to the setting and to follow a procedure to ensure the safety of the children and the staff.

### **Procedure**

- Anyone visiting Pippins Preschool can only gain access to the premises through the locked front door or gate which is locked when children are in the garden;
- If a staff member does not know who the person is visiting the setting, they must seek a senior member of staff before opening the door or gate;
- The visitor, if unknown, must state the purpose of their visit and provide identification which is checked by the senior member of staff. If this involves a phone call the visitor must wait outside whilst that call is made;
- All visitors will sign the Visitor's Book upon arrival and departure of the premises;
- The visitor must be supervised and escorted around the building at all times and must never be left alone with the children;
- Visitors must provide the following information in the Visitor's Book:-
  - The arrival and departure time;
  - The date;
  - Purpose of the visit; and
  - Signature.