## Visitors Policy

Statement of intent

We ensure policies and procedures are in place to ensure the safety of the children, as well as the staff, when we have visitors onsite.

Aim

At South Milford Preschool our aim is to welcome visitors into our setting to see and share the work we are doing with the children, whilst at the same time ensuring the safety of the children and staff is met.

Objectives and Procedures

We aim to welcome visitors by:

* Visitors are requested to make an appointment with one of the managers before visiting the setting.
* Welcoming students, staff from feeder schools and professionals from outside agencies or children’s services offering support to children or staff. Regard would be taken to ensure staff availability if needed and minimum disruption to the education and welfare of the children.
* Ensuring the preschool telephone number is accessible to all in order for visits to be easily arranged. The preschool telephone number is available on the exterior noticeboard, on the website and social media page.
* We encourage parents/ carers into the setting for special occasions e.g. Christmas Craft morning; Dad’s reading week; sports day celebrations; stay and play sessions.

Procedures for admission of visitors:

Any visitors to preschool can only gain access through the main door at the front of the building which would be opened by a member of staff. Visitors will be asked the purpose of the visit or whom they are coming to see and to provide identification. This identification should be validated if a member of staff is at all unsure. This should be done by telephoning the department they represent to confirm their visit.

All visitors to the setting will be required to sign in and the following information will be collected:

* Date
* Time in
* Time out
* Name of visitor
* Reason for visit

During their visit, visitors will be asked to:

* Store their personal belongings off the preschool floor.
* Procedures for the use of mobile phones, emergency evacuation and use of toilets will be explained by a member of staff.
* Remain clearly visible to a member of staff at all times while they are on the premises.
* If they need to use the toilets, they need to tell an adult. Separate adult toilets are available. Under no circumstances must they use the children’s toilets.
* Anyone leaving the session will need to be checked and locked out by a member of staff.
* Parent visitors will be given information on “Stay and Play Sessions”
* Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

If an unexpected visitor has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor refuses to leave, the police will then be telephoned and the necessary action implemented to safeguard children. If there are concerns for the safety of children, lock down procedures will be implemented. A record will be made of any such incidents and the manager will be immediately notified.

Policy written July 2023 - M Riches