

Woodentops Preschool

20- Visitors policy

Aim: To maintain a high level of security and safety for children, their parents, visitors and staff at Woodentops.

Prospective children and parents are welcome and encouraged to visit the pre-school prior to joining.

Keeping Children safe

- The door to the pre-school will be locked when an inside session is in progress.
- The gate will be locked when children are outside playing and the staff will only let visitors in once their identity has been verified.
- The doorbell is in position for visitors to ring.
- Visitors must sign the 'Visitors book' with the date, their name, time of arrival and departure and the purpose of visit.
- All visitors must show identification which must be verified by staff or by a phone call to their company.
- The pre-school has the right to refuse entry, or to ask a visitor to leave the pre-school. We will do so if we are unsure of the reason for their visit.
- All visitors must wear the provided 'Visitor' badge.
- Visitors must put their bag in the middle room and hang their coat up out of reach of the children.
- Visitors mobile phones and watches must be given to staff and they will place them in the mobile box on the bar.
- If the visitor needs to take a phone call, they must leave the room and take the call in the middle room or outside of the building.
- At no time during the visit are visitors allowed to take photos of the children unless it is the Tempest photographer.
- Unacceptable behaviour will not be tolerated and the visitor will be asked to leave.
- Visitors will be supervised by a member of staff at all times.
- No visitor will be left alone with the children at any time.

In an emergency

- Visitors must listen to the manager in charge for instructions
- If there is a planned fire drill, the visitor will be told at the beginning of their visit.

This policy was reviewed on	
Signed on behalf of the preschool	
Date for review	