

# Woodentops Preschool

## Visitors Code of Conduct

**Dear Visitor,**

Welcome to our Woodentops. This is our Visitors code of conduct. Please read and we are happy to answer any questions you may have.

### Keeping Children safe

**While you are here, you need to observe some simple rules so that we can keep the children safe.**

**Please: -**

- Put your bag and coat out of reach of the children- there are coat pegs in the middle room.
- Keep your mobile phone in your bag or in the mobile box on the bar, if you need to use your phone do so out of the main room in the middle room away from the children.
- Do **not** take photos of the children.
- Do **not** speak to the child in a manner likely to cause them distress.
- Moderate your language and behaviour so it is suitable for the children.
- If you are concerned about a child, make a member of staff aware.
- Jackie is the designated safeguarding lead, Karen and Sue are the Deputy safeguarding leads.
- Do **not** discuss sensitive issues in front of the children.
- Do **not** use behaviour or language that may cause the child distress.
- You will not be left alone in the building with the children, a member of staff will always be present.

### 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.

Signed on behalf of the preschool	
Date	
Date for review	

By providing this information in the visitor book, you are giving us consent to hold this information on you. We do store these details for 1 year on site then these are archived for 7 years before being shredded. Full details can be found in our Data Protection Policy on request.