

20- Visitor's 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

- Entrance to Woodentops is through the Office door.
- Visitors identity is verified and they sign in the visitors register.
- During Covid visitors will have their hands sprayed with the Zoono hand sanitiser on entrance.
- Visitors must sign the 'Visitors register' with the date, their name, their mobile number, time of arrival and departure.
- The door to the pre-school is locked when a session is in progress.
- The gate to the garden is always locked when a session is in progress.
- The doorbell is in position for visitors to ring.
- 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.
- Visitors must put their bag in the office, along with their mobile phone/Iwatch.
- If the visitor needs to take a phone call, they must leave the room and make the call in the office or outside of the building.
- At no time during the visit are visitors allowed to take photos of the children unless it is a booked photographer.
- Unacceptable behaviour will not be tolerated, and the visitor will be asked to leave.
- Visitors will be always supervised by a member of staff.
- 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 adopted on	25 th March 2019
Policy reviewed	1/1/22
Date for review	Jan 23