



Visitors Policy

Policy Statement

We aim to maintain a high level of safety and comfort for children at The Hullbridge Pre-school. When receiving visitors into the setting, we aim to protect the security and safety of children and adults and to minimise any disruption.

Procedures

- All visitors must show identification at the entrance gate before entering the setting.
- The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting, this includes any telephone calls which need to be made to clarify the visitors Id.
- Visitors must sign in the visitors book with the date, their name, time of arrival and departure and the purpose of visit.
- Visitors must be supervised by a member of staff at all times.
- No visitor will be left alone with the children at any time.
- Where possible, visits should be made by appointment in advance.
- Prospective children and parents are welcome and encouraged to visit the pre-school prior to joining.
- 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 or unable to clarify their Id.
- Visitors should be notified of the settings fire procedure and location of fire exits.
- Visitors should be advised that mobile phones should be turned off while in the setting.
- Remember: **ID** (check)
Visitors book (Sign In)
Fire Procedure (Explain)
Mobile phones (to be turn off)

This policy was adopted at a meeting of ..The Hullbridge Preschool..... (name of setting)

Held on (date)

Date to be reviewed date

Signed by

Name of SignatoryDonna Thresher.....

Role of Signatory (ie manager)Manager.....