



## Visitors Policy

Whitsers Pre-School is committed to providing a safe and secure environment for the children in our care. When we have visitors to the setting we need to ensure that this will not have a detrimental effect on the children and that the visitor in question has a valid reason for visiting the setting. Accordingly, when a visitor arrives at the setting we will follow the procedure set out below:-

- Generally most visitors will be expected, and booked in the diary.
- The identity of the visitors will be checked. (Checking of any I.D. cards etc.) This is recorded in the Visitors book along with the reason for the visit.
- All visitors will sign in the Visitors book with an arrival time, in case of an evacuation procedure. Visitors will have the evacuation procedure explained to them.
- If staff require further reassurance of the identity of the visitor, they will phone the employing organisation of the visitors e.g. Ofsted, Local Authority, Environmental Health Department, etc. for further confirmation. If this is not possible, staff will seek the advice of the Play Leader/ Deputy Leader. If confirmation cannot be sought then the visitor may be refused access until this can be confirmed.
- Visitors are asked if they themselves have any medical problems which we may need to be aware of. They will also be asked to write down a contact telephone number in case of any emergency. These are both logged in the Visitors book.
- Visitors will be asked to leave any mobile phones and belongings in the mobile phone basket. This follows our Safeguarding Procedures.
- Visitors will never be left alone or unsupervised with the children.
- Due to strict safety procedures and supervision of the children by staff, any visitors should not be in the room without the consent of the staff (or Committee). Should the visitor refuse to leave, the children will be secured and the police called. Our intruder policy will then be followed.
- When any visitor leaves the setting they will be signed out and a departure time recorded.
- In the event of an evacuation procedure whilst visitors are at the setting, the visitor's book will be used as part of the evacuation procedure.

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