

Visitors Policy

1. Statement

St Andrew's Pre-School welcomes visitors and operates an open door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Pre-School Manager has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the Pre-School Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children.

St Andrew's Pre-School reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company.

In instances where parents are separated, both custodial and non-custodial parents have rights to visit the Pre-School unless a court order exists restricting such contact. All visitors must sign the Visitors' Book on arrival and departure. If a visitor is in the Pre-School for more than an hour, the Pre-School manager must point out fire procedures.

All visitors should wear a visitor's badge to identify themselves to staff within the Pre-School.

A member of staff must accompany visitors in the Pre-School at all times while in the building;

at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Manager.

2. Security

Staff must check the identity of any visitors they do not recognise before allowing them into the main Pre-School. Visitors to the Pre-School must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building.

No visitor will be allowed to move freely around the setting unaccompanied unless that person is on the premises in a direct professional matter i.e. Care Inspectorate Inspector.

All external doors giving access to the premises must be kept locked at all times, with the additional high-level safety restraints engaged. External gates must be closed and bolted. Internal doors and gates must be kept closed to ensure children are not able to wander.

Parents, visitors and students are reminded not to allow entry to any person, whether they know this person or not. Staff within the Pre-School should be the only people allowing external visitors and parents entry to the Pre-School

The Pre-School will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

2. Procedure for Welcoming Visitors

All staff, parents/carers, children and visitors must only enter the Pre-School by way of the main entrance. The entrance door must never be opened by another Parent/Carer or Visitor. On answering the door staff must:-

1. Open the door and greet the visitor – ask the visitor to supply their name/and business and the reason for the visit/who they wish to see. Unless it is a parent enquiring about the Pre-School, all other visitors should be asked for proof of identity.
2. Unless the person is known to the Pre-School (i.e. usual contractors) or has a confirmed appointment, the visitor should be asked to wait at the door (which should be locked) until the staff member has confirmed with the Management Team that the visitor can be allowed to enter the reception area.
3. Inform the visitor of our mobile phone policy – if they have a mobile phone with them they cannot use it in the Pre-School teaching or cloakroom areas.
4. Lock the door after admitting the visitor
5. Visitors must then sign in at the reception area documenting their time of arrival and be issued a Visitor's badge which must be worn for the duration of their visit.
6. Ask the visitor to wait in the meeting area – do not allow the visitor into the Pre-School cloakroom or teaching areas.
7. Inform the setting Manager/Deputy Manager if not already done so and they will then deal with the visit.
8. The visitor must sign out at the end of the visit recording their time of departure.
9. Staff must see the visitor out and lock the door behind the visitor

Other information:

- Safeguarding Policy
- Maintaining Children's safety and Security.

This policy was adopted by St Andrew's Preschool (name of provider)

On 23rd November 2022 (date)

Date to be reviewed 31st October 2023 (date)

Signed on behalf of the provider

Name of signatory

Linda Bowker

Role of signatory

Chair of Management Committee

Staff Name	Signature