



## Visitors policy

(To be displayed)

The safety of children and Early Years Educators is paramount.

- Ensure all safety and security measures are in place (i.e. all access doors to Pippins are locked, and alarmed as necessary) to prevent any unauthorised person walking into the setting.
- All unexpected visitors e.g. OFSTED 0300 123 1231 and professional bodies must have their ID checked. If in any doubt, a telephone call should be made to confirm the identity before allowing access to the setting.
- All visitors must book a mutually convenient appointment.
- When a visitor arrives they must sign in the visitor's book in the foyer noting date, time and nature of visit and must be signed out on departure.
- They will be given a visitors lanyard, safeguarding leaflet and will be asked to hand any mobile phones they have into the office.
- They should then be shown into the office with whom they arrive with (relative or child).
- If appropriate show the visitor the toilet facilities.
- Show the visitor the rest room facilities e.g. show them the kitchen where food and drink can be consumed and offer them refreshments.
- Explain Pippins Pre-School and Nursery emergency evacuation procedure in case of an emergency and show all visitors the fire exits, procedure and assembly point.
- If visitors are on the premises with additional recourses e.g. construction material (a drill), a risk assessment will be carried out and part of this assessment will be that the visitor complies with our Health and Safety policy. A copy of this can given if requested.
- At no time should a visitor be allowed unsupervised access to the children. Please do not put yourself in the position where you are left unattended with a child.

This policy was adopted at a meeting of Pippins Pre-school and Nursery

Held on Thursday 22<sup>nd</sup> October 2020

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairman etc.)

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Chairman

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Commenced 2007 - Reviewed 22.10.2020, 10.6.22