



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 visitor's lanyard, shown the safeguarding leaflet and will be asked to hand any mobile phones they have into the office where they will be locked away securely for the duration of your visit.
- 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.
- They will then be shown to the correct area/room for the purpose of their visit.
- If appropriate show the visitor the toilet and refreshment facilities.
- If visitors are on the premises with additional recourses e.g. construction materials, 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 9th October 2025

Signed on behalf of the Management Trustee Directors

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

Chair

Commenced 2007 - Reviewed 14.10.2024