



Safety & Suitability of Premises, Environment and Equipment Policy

8.8 Visitors to Pre-school

Policy statement

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Procedures

- Widecombe Pre-school welcomes visitors to our setting and we appreciate volunteer, parent and support visits. These should be by prior arrangement with the supervisor, as far as is possible, and all staff should be made aware and children informed there will be a visitor in the setting and introduced as necessary.
NB - Staff have the right to refuse entry or ask visitor to leave at any point. If serious concerns are raised due to visitor behaviour the Emergency Plan will be activated and police called.
- Visitors should be advised of parking restrictions and directed to the Church House or public car park.
- It is not necessary for parents/carers to sign in as a visitor for dropping off or collection times; however they should be treated as a visitor, follow signing in procedures and be advised of policy if they are attending for session support, meetings etc.
- The front door should be locked at all times other than drop off and collection time. The Pre-school sign with doorbell will be placed outside the front door and staff should check regularly that the bell is working.
- Staff must check visitor ID before allowing entry to the building. All visitors should sign in immediately; giving full name, organisation, reason for visit, contact number, car registration number, time in & time out, and all visitors should be advised of visitor information, any fire drills planned during session and to read this policy.
- Staff will ask visitors to switch off all mobile phones & place them in secure location (filing cabinet) for the duration of their visit. Staff should ask if the visitor has computer or any recording device on their person, such as a camera, and make a judgement if this is necessary for the purpose of the visit. Devices can be securely stored during visit and/or usage logged and monitored by staff. There is no mobile phone reception in the building, however staff will assist visitors if they need to use the land-line. The Pre-school has password protected wi-fi internet; if visitors require internet connection this must be by arrangement with staff. All visitor internet connection and usage will be logged and monitored. Staff have the right to refuse internet access if they deem it unnecessary for the purpose of the visit.
- Parents and visitors are asked not to take photographs or videos within the setting or surroundings unless with the express permission of staff and other parents. Staff have the right to ask for un-authorised photos etc to be deleted.
- Regular volunteer visitors will be asked to complete a DBS check.
- **No visitor should be left alone with a group of children or in a one-to-one situation.**

- **Staff vigilance at all times is paramount and all welfare and safeguarding policies will be followed.**
- **Note to staff – be courteous whilst remaining professional at all times, do not allow the presence of a visitor to effect or lessen in any way your focus on the children. Keep calm, smile & offer refreshments appropriately.**

This policy was adopted at a meeting of _____ name of provider
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the management committee _____
Name of signatory _____
Role of signatory (e.g. chair/owner) _____



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Widecombe in the Moor
NEWTON ABBOT
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Ofsted number 106280
Charity No 1036370

Welcome to Widecombe Pre-School

The priority for Widecombe Pre-school is the welfare, safeguarding and protection of all staff & the children in our care

Visitor Information

- Please show staff your ID and explain the reason for your visit.

NB - Staff have the right to refuse admission if they judge that the visit could be rearranged outside of session times.

- Please sign in on the Visitors' information sheet.
- Please switch off all mobile phones & other devices and allow staff to store in secure location for the duration of your visit.

NB - There is no mobile phone reception in this building, however staff will assist you if you need to use the land-line. The Pre-school has password protected wi-fi internet; if you require internet connection during your visit please ask staff. All visitor internet connection and usage will be logged and monitored. Staff have the right to refuse your internet access if they deem it unnecessary for the purpose of your visit.

- Church House is a non-smoking building. Please do not smoke in any areas to which children have access, including the garden areas.
- If there is to be a planned outing or fire drill during your visit you will be informed on arrival. Please be aware of fire exit routes. If the fire alarm should sound you should follow staff directions. Please follow all safety information given by staff.
- Please read the Visitor Policy.