



VISITORS

Long Bennington Pre-School

Registered Charity: 1157300

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

3.62. Providers must take reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.

Long Bennington Pre-school will ensure that the exact number of visitors is recorded for emergency, insurance and registration purposes

- All visitors are valued for whatever reason, but the children are our priority and must come first
- All visitors will be welcomed and their enquiries dealt with as soon as possible
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit
- Children and parents are welcome to visit us prior to joining the setting
- No visitor will be left alone with the children or accompany children to the toilet

Procedure

If a visitor calls unannounced:

- Ask for identification, who they wish to see and request the purpose of their visit
- Show them to a comfortable area, where they can wait until someone is free to speak to them
- Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment
- Ensure that the visitor book has been signed

This policy was adopted by

Long Bennington Pre-school

On

11th March 2019

Date to be reviewed

March 2020

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director, owner)