



Procedure for Receiving Visitors

Procedure Statement

We have a clearly defined and robust procedure for receiving visitors at the setting which includes how these visitors are recorded and managed, in respect of our Safeguarding Children Policy, specifically that;

- *Procedures are in place to record the details of visitors to the setting.*
- *Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children*

Unknown Visitors

- If the visitor is not known to the Pre-school, the staff member must ask for identification and the purpose of their visit.
- If there are children in the setting, the visitor will not be permitted to enter the building until verification of their identification can be sought.
- The supervisor of the session is required to telephone the visitor's establishment in order to verify their identification and visit.
- No unknown visitors will be permitted into pre-school when children are present, unless the supervisor of the session can confirm their credentials.

Known Visitors

- If the visitor is known to the Pre-school, but is visiting to see another member of staff other than the member of staff who has opened the door, they will be required to wait in the lobby area.
- If the visitor intends to remain at the premises for a period of time, they will be required to sign-in using the red visitors' book kept in the office.
- The supervisor of the session is made aware of the visitor in the building (for evacuation purposes).
- When the visitor leaves the setting, they will be required to complete the sign out time in the visitor's book.

This policy was adopted at a meeting of
Held on

Thames Pre-School
21st June 2018

Date to be reviewed

June 2019

Signed on behalf of the provider

Name of signatory

Kathryn Reed

Role of signatory (e.g. chair)

Chair