



## Visitors Policy

### Policy Statement

It is the provision's policy to make the premises a welcoming place for visitors who have a legitimate reason to be on site. This will include parents, official visitors such as Ofsted and local authority inspectors, and contractors on site to perform certain pre-arranged jobs.

Visitors might also include parents acting as helpers for various activities.

However, the provision recognises that its fundamental priority is for the safeguarding, security and safety of its children and, as such, all visits to the site will be strictly by arrangement with the provision manager only.

### Procedure

All staff will follow the procedure below for all visitors.

1. Visitors will be required to sign in, giving their name, and company if relevant, purpose of visit and time of arrival and departure.
2. Visitor badges will be allocated to all visitors.
3. Official visitors will be asked to prove their identity, which will be checked.
4. Unexpected or unknown visitors may be asked to make an appointment at another time.
5. Visitors should remain in sight of staff at all times and must not be left alone with the children at any time.
6. Visitors will be made aware of basic health and safety precautions and emergency procedures when they sign in.
7. Regular visitors, ie those visiting more than once a month, will have suitability checks carried out on them by the manager.
8. Staff ratios will be maintained at all times, including when visitors are being escorted.
9. Staff have the right to refuse entry to an individual if they are uncertain as to the purpose of that person's visit. If an unexpected visitor has no suitable reason to be on the premises he or she should be asked to leave immediately and escorted from

the premises. If the visitor repeatedly refuses to leave, the member of staff in charge should telephone the police immediately.

10. At no time should a visitor enter the children's bathrooms unless accompanied by a member of staff.

## Visits By Prospective Parents

The provision welcomes visits by prospective parents. Staff will accommodate such visits as follows.

1. Visits are made by appointment only. Spontaneous visits are permitted only in exceptional circumstances.
2. Parents should give their:
  1. name
  2. child's name
  3. address
  4. home and mobile phone numbers
  5. email address.
3. Prospective parents will be asked to bring some form of photographic ID with them.
4. The provision reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.

## Mobile Phones

Visitors are asked not to use mobile phones in rooms when children are present.