



16.0 Visitor's Policy

Policy Statement

We aim to maintain a high level of safety and comfort for children at Yateley Community Pre-school. When receiving visitors we aim to protect the security and safety of children and adults and to minimize any disruption.

Procedures

- Visitors must sign the visitor's book with the date, their name, time of arrival and departure and the purpose of visit.
- All visitors must show identification.
- The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting.
- Visitors must be supervised by a member of staff or a Committee member at all times.
- No visitor will be left alone with the children at any time.
- Where possible, visits from services should be made by appointment in advance, giving the staff the opportunity to prepare.
- Prospective children and parents are welcome and encouraged to visit the pre-school prior to joining.
- Mobile phones should not be used inside the premises where the children are. They should be kept in handbags or placed in the kitchen with the staff's mobiles. Calls can be taken in the office, kitchen or outside the school premises.
- The pre-school has the right to refuse entry, or to ask a visitor to leave the pre-school. We will do so if we are unsure of the reason for their visit.

This policy was adopted at Yateley Community Pre-schools Meeting held on 24 th Sept 2018		
Signed on behalf of the management committee	Print name	Date
	Andy Garden	24 th Sept 2018
Role of signatory (eg Chair...)	Chair	
Date to be reviewed	August 2019 unless policies need changing before	

