

## Moulton Pre-School – Visitors Policy

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## Visitors to the Setting

***Moulton Pre-school is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.***

### **Policy statement**

Moulton Pre-School is committed to providing a safe and secure environment for all the children and adults on our premises. The safeguarding for all children and adults is of paramount importance to us. Therefore we take the following procedures when any adult is visiting the pre-school.

- Visitors must sign the visitors book with the date, time of arrival/departure, name and purpose of visit
- All visitors must adhere to the preschool policy on mobile phone, camera and electronic devices.
- All visitors must show identification.
- If staff requires further reassurance of the identity of the visitor they will phone the employing organisation of the visitor.
- 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 at all times
- No visitor will be left alone with the children at any time or accompany children to the toilet
- Where possible, visits should be made in advance by appointment, giving the staff the chance to prepare for the visit
- Prospective children and parents are welcomed to visit the pre-school prior to joining
- No unauthorised adults are allowed into the setting during sessions
- We have the right to refuse an individual entry to the setting and will do so if we are unsure of the purpose of their visit.