

BRANSTON PRE-SCHOOL CENTRE

VISITORS POLICY

Policy Statement

We aim to maintain a high level of safety and comfort for children at Branston Pre-School. When receiving visitors we aim to protect the security and safety of children and adults and to minimise 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 committee at all times.
- No visitors will be left alone with the children at any time.
- Where possible, visits 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.
- 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.