



Visitor Policy

St Helen's Pre-School will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcomed and their enquiries dealt with as soon as possible.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Whenever possible visitors should make an appointment to visit the setting.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.
- All mobile phones/ Cameras will in signed in and left in the locked box.

If a visitor calls unannounced;

- Ask for identification, who they wish to see and request the purpose of their visit.
- Ask them to wait in the entrance until someone is free to speak to them.
- Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment.
- In all cases, ensure that the visitor's book has been signed and procedures explained.

NB: St Helen's Pre-School have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

This policy has been adopted by St Helen's Pre-School

Signed on behalf of the setting by:

.....Chairperson on behalf of St Helen's Committee

.....Manager

Date: April 2017

Review Date: April 2018