**Visitor Admission and Security**

A visitor is any adult who is not a staff member or parent/carer of a child currently registered.

To ensure safety of all children and staff the following procedures are adhered to.

Answering The Door

The person who answers the door must always identify the caller, if the caller is not known identification is to be sought.

 Eg. Name/ reason for call/do they know the password? Have they written in the parent book ?

Before granting access check for above and always check with Supervisor/Deputy.

Visitors

Any visitors must sign in the visitor’s book and phones must be kept in the office.

Security

The door is put to locked when children have arrived for sessions. The door is then put to one way at the end of a session with the Supervisor on the main door and a member of staff on the Pre-school door.

This policy was adopted by Pre-school on ........................................................

Signed on behalf of the Committee ..................................................................

Name of signatory ..............................................................................................