Visitors Policy

At Emmer Green Pre-school we ensure Policies and Procedures are in place, to ensure the safety of the children as well as staff when we have visitors attend.

Our aim is to welcome visitors into our setting to see and share the work we are doing with the children, whilst ensuring that we do not compromise the safety of the children and staff.

* Prospective Parents/Carers and their children are welcome to visit the Pre-school as part of their settling in process and to look around.
* Parents/Carers are welcome into the setting on Open Mornings or fundraising events.
* Students, staff from feeder schools and professionals from outside agencies to support children and staff are welcome.

**Procedures**

Any visitors to Pre-school can only gain access through the main door at the front of the building, which the Supervisor/Deputy would open with another member of staff. Visitors will be asked the purpose of the visit. All visitors will be required to sign in the visitor’s book which is kept by the side door in the front main area of the building.

The following information will be logged

* Date
* Time In
* Time Out
* Name of Visitor
* Reason for visit

During the visit, visitors will be asked to leave their mobile phone in the office, if visitors are having a show around they will be accompanied by the Supervisor/Deputy and will remain clearly visible at all times of the visit.

If the visitors need to use the toilets they would use the toilets by the main front door.

* If an unexpected visitor has no suitable reason to be on the premises they will not be granted access and will be asked to leave immediately and police will be called if they refuse to leave.
* If a Student, Parent/Carer has volunteered to help at the Pre-school they will need a DBS clearance.

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

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

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