

St Lawrence Pre-School Visitors Policy



Policy:

St Lawrence Pre-School welcomes visitors and operates an open door policy for parents¹ who can come into preschool at any time. Limitations may be placed on visitors to protect and safeguard² our children and staff and to avoid unnecessary disruption. During unprecedented times, visitors will follow instructions from staff to ensure they comply to policies and risk assessment to continuing safety to all³. The preschool manager Donna Bishopp or Deputy Mary Bilham reserve the right to refuse entry to any person which they may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, by means of a phone call to a professional body or company. In instances where parents are separated both custodial and non-custodial parents have the right to visit the preschool unless a court order exists restricting such contact

A member of staff **will** accompany visitors in the preschool at all times, at no time will a visitor be left alone. No visitor will allowed to move freely around the preschool unaccompanied unless on the premises in a direct professional matter i.e. Care Inspector.

All visitors will therefore be required to verify their identity to the satisfaction of the staff before entering the preschool.

Procedure for checking identity of visitors:

- All doors to the preschool will be locked during the session's times, except during the time children are arriving or departing with parents/carers. At these times a member of staff will remain at the door at all times until it is secure again. During open door play, a member of staff will be located near the white fence and will immediately notice any visitor's approaching.
- Anyone leaving the hall will need to be locked out by a member of staff.
- Any visitor to preschool must be prepared to show suitable identification.
- Visitor's names will be recorded, including the time of arrival and departing and their reason for visiting, the member of staff **must** record what identification has been seen in the visitor's book.
- We ask for at least 1 form of identification to verify who they are and, if appropriate which organisation they work for (e.g. official identity badge, photo driving licence, bankcard which shows signature)
- If we require further verification we will contact the main landline telephone number of their organisation and ask to be put through to the manager.
- If the visitor or prospective parent is unknown to the setting we will check their credentials and reason for visit before allowing them into the setting.
- We ensure visitors or prospective parents are supervised whilst we are carrying out these checks against their identification.

¹ Parent also referring to as carer/guardian

² Refer to Safeguarding children, young people and vulnerable adults policy

³ Covid-19 Policy and Risk Assessments available

- If the visitor or prospective parent is known to the setting we check that they have a valid reason to enter. They are then required to complete the visitor's book and will not be left unsupervised
- If the visit is pre-arranged we check the setting diary to ensure we are expecting the visitor who has arrived.

Visitors Book

The visitors book will kept inside the setting and can be located on top of the unit as you enter the preschool hall. This makes it easily accessible to staff members whose role it is to sign people in and out. The visitor's book will include:

- Date of visit.
- Time of arrival and departure of visit.
- The Organisation they represent.
- Identification seen and by which staff member.

Unwelcome visitors

The setting manager/deputy have the right to refuse entry to any individual for any reason.

Entry will be definitely be denied

- If staff are uncertain that the visitors reason for being at the setting is valid
- Or an individual is deemed to be a threat to any child/adult attending.

Any undesirable behaviour will be reported to the setting manager who will take appropriate action to ensure safety to all. This action may include:

- A setting Lockdown⁴
- Asking someone to leave
- Contacting the police for immediate assistance
- Informing MASH (Multi Agency Safeguarding Hub)
- Informing the Chair of committee.

Our overall aim is to ensure the children in our care are kept safe from harm through implementing this policy and procedure.

Reason for issue	Issued by(signed)	Date	Review	Date	Chair/committee

⁴ Refer to Lockdown policy Located: Policy folder on top of wellington boot unit