



All Saints Pre-school

Safeguarding

Visitors & Supervision of Visitors Policy

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is spending a considerable amount of time within the setting, the manager must point out fire procedures. The Visitor must also put their mobile phone or any devices with a camera attached in the kitchen area away from the children. A member of staff must accompany visitors in the setting at all times whilst in the building. All visitors must read the Health and Safety notice in the Visitors book. During special events parents/visitors will be told of our procedure in case of a fire.

Visitors to the setting will not be allowed access to the premises during an outbreak of infectious diseases or viruses. Visitors will only be allowed access after prior permission or because of emergencies. See Covid-19 Policy for further information.

The manager is responsible for all students and volunteers receiving information on Health and Safety in the pre-school.

Whether children are in or out of the building, they must be supervised at all times

security

- no child should be given into the care of any person we DO NOT know. If in doubt check the person's identity by ringing the child's parent/guardian or the emergency number. Information must be passed on to all staff and recorded if it specifies whom can/cannot collect a child
- a consent form or a letter of permission to be picked up by a person other than his or her parent/guardian or named emergency contact must be signed in this event. A password is also required
- staff must check the identity of any visitors they do not recognise before allowing them into the setting. Visitors to the setting must be recorded in the visitor book and accompanied by a member of staff at all times whilst in the building
- external doors must be kept locked at all times and the garden gate and fence secured. The internal front door must be kept locked to ensure children are not able to wander.

This policy was adopted at a meeting of

All Saints Pre-school

Date	Changes	Signature
23 rd March 2021	Visitors during outbreak of infection (see highlights)	

