

<b>Policy Name</b>	<b>Visitors</b>
<b>Date Issued</b>	<b>April 2016</b>
<b>Author / Owner</b>	<b>Hagbourne Pre-School</b>

**Statement of Intent**

To ensure the safety of the children at pre-school

**Aim**

To ensure that adequate checks are made for all visitors

**Method**

The first person to greet the visitor or answer the door asks them to wait until the manager or deputy manager is called.

Manager (or deputy) asks the purpose of the visit and an appointment is not already made and they are not recognized. ID is requested.

If suspicion arises with ID given a telephone call is made to the visitors organization to verify them.

If ID is accepted the visitor is escorted into the small hall to sign in the visitors book. They are asked to state their name, organisation, the date and time and purpose of their visit.

A copy of the visitors file is available for the visitor to familiarise themselves with the evacuation procedure in the event of an emergency. They are also made aware that the use of mobile phones and cameras is prohibited whilst on site.

Visitors will be supervised at all times.

On leaving the building the visitor must sign out their time of exit in the visitors book. They are escorted from the building by a member of staff.

This policy was reviewed and updated (where required) on 08/01/2022 (date)

Reviewed/updated by Dominique McCann (Chairperson)

Reviewed/Updated by \_\_\_\_\_ (Manager)

Reviewed/Updated by Julie Higgins (Deputy Manager)