



Visitor Policy

We aim to maintain a high level of safety and comfort for children at Silsoe Pre-School. When receiving visitor's, we aim to protect the security and safety of children and adults and to minimise any disruption.

Procedures

- Visitors must sign the visitor's book with the date, their name, time of arrival and departure and the purpose of visit.
- All visitors must show identification.
- The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting.
- Visitors must be supervised by a member of staff or committee at all times.
- No visitor will be left alone with the children at any time.
- Where possible, visits should be made by appointment in advance, giving the staff the opportunity to prepare and so they are aware who is visiting.
- Prospective children and parents are welcome and encouraged to visit Pre-School prior to joining.
- The Pre-School has the right to refuse entry, or to ask a visitor to leave. We will do so if we are unsure of the reason for their visit.
- Mobile phones, smart watches and head/ear phones are not allowed in the premises. Visitors are required to leave electronic devices in a secure box on arrival at Pre-School. These items will be returned upon departure.
- There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their phone, where there are no children present.
- If a visitor has concerns about a child or the behavior of an adult within the setting they should report this to the Pre-School Manager and Designated Safeguarding Lead, **Tahmina Haque** or **Jackie White**, the Deputy Manager and Deputy Designated Safeguarding Lead. If the visitor feels that their concern has not been taken seriously they can speak to the Chair of the Management Committee, Lucy Sahota-Gunner who can be contacted via email on silsoepreschool.chair@yahoo.com or alternatively they can report their concern directly to the Local Authority Designated Officer (LADO) on 0300 300 8142.

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