**VISITORS TO PRE-SCHOOL POLICY**

*We recognise that visitors to our setting provide the opportunity for children to learn about the wider community in which they live and help them develop a respect for, and understanding of, other people. Visitors may also wish to observe the Pre-School environment and observe our practice.*

The safety and security of the premises is maintained at all times, staff are vigilant in areas that pose a risk, such as our shared access to the site with the Primary school.

All Visitors to Preschool

#### All visitors to preschool will be asked to verify their identity and sign the visitor books and the number of visitors on site is placed on our board in the setting room, in case of fire/fire evacuation, so that we are aware how many people are in the building.

* All visitors are shown where the fire exits are in case of a fire and where the fire meeting points are. If a fire drill is planned we will inform them on arrival at Pre-School.
* All visitors will be made aware of the policy regarding mobile phones/cameras and these will be stored safely in a filing cabinet in the office
* All handbags etc will be stored safely in the office to prevent children getting hold of items that parents or visitors may have in bags.
* Any visitors showing behaviour for concern are asked to leave immediately and if necessary, reported further.
* There will be no smoking, consumption of alcohol or use of non-prescription drugs in the Pre-School at any time.
* Children will not be left unattended with a visitor. Visitors are not allowed into the children's toilets.
* Upon arrival at Pre-School the visitor will be asked to provide proof of identification where necessary. They will be asked to sign the visitor’s book with the date and time of arrival, departure. Since the coronavirus pandemic we are continuing to ask visitors to use their own stationery for signing the visitor book and to wear masks when working in close contact if appropriate. All visitors will be asked to put their mobile phone/camera in a tin in the office, which is recorded in the signing in book.
* The named person for Safeguarding Children is Siobhan Morley. Management and all staff will ensure that all visitors adhere to the safeguarding policy and the Health and Safety policy.

#### Visitors who support the children’s learning

* Parents/carers will be informed of people such as the Police, Dental Educators etc. who are visiting the Pre-School to work with the children, through newsletters and notices.
* Staff will evaluate the benefits of inviting particular visitors and assess any risks, before making contact.
* Contact will be made by a member of staff who will establish what the visitor can offer, state what the needs of the children are, assess any risks and establish any requirements the visitor may have. This would preferably happen in a meeting with the visitor, but where necessary, discussion can take place on the telephone and the visitor can be asked to arrive early (15 Minutes) for a meeting with staff on the same day of the visit.
* Follow up arrangements, and ways of sharing information with parents/carers and the wider community will be identified and actioned by staff.

Parent/carers visiting

* If the ‘visitor’ is a parent/carer who has agreed to take another child home that child’s parents must sign a permission slip. If this does not happen staff will telephone the child’s parents/carers to check the situation.
* Parents and carers visiting Pre-School will not use their own cameras/camera phones to take images of the children during the session. This is only admissible at certain events such as the Christmas Performance/trips when all parents/carers permission will be sought.
* Staff will explain that, in order to safeguard the children, parent’s/carers spending time in the Pre-School will be asked if they have had a caution or conviction with regard to harming children. If they have arrangements will be made for supervision, or an alternative carer to attend the session with the child

Parents/carers on a pre-registration visit

* During the Coronavirus pandemic the managers have invited parents in after the children have gone home and this may still happen unless they are unable to visit during those times. The managers will show the parent/carer around the Pre-School, introducing them to staff and inviting them to stay and play for a short visit. Parents will need to use hand sanitiser on arrival and masks may be worn if appropriate.
* The accessible toilet in the entrance lobby is available for the use of visiting adults.

Links into other polices:

Health and Safety

Safeguarding Children

Admissions Policy

The Learning Environment

Documentation

Confidentiality

Equality and Diversity

Working in Partnership with Parents

No Smoking Policy

GDPR

Responsibility

* Stonham Aspal Pre-School will ensure that all staff, parents/carers, volunteers and others involved in its work will follow and implement this policy.
* The managerial responsibility for this policy will lie with the Stonham Aspal Pre-School management committee and staff team.
* This Visitors to Pre-School Policy will be evaluated and reviewed by the management committee. Staff contribute on an annual basis and parents/carers will also be invited to contribute.
* We will listen to children’s points of view and consider this when making and reviewing policies.

This Visitors to Pre-School Policy was adopted at a meeting of the Stonham Aspal Pre-School Committee:

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| Date | June 2021 |
| To be reviewed again by: | June 2022 |
| Chairperson signature |  |
| Pre-School Mangers signature  |  |