

Safeguarding Children

Visitors

Policy statement

This setting believes that the safety of the children and staff in our setting is of paramount importance. The safety and comfort of the children remains our next primary concern. To that end we wish to keep disruption to a minimum from any visitors to the premises, whatever their business here.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

This Policy was adopted at a meeting of Wellow Under Fives Preschool

Held On	6 th December 2011
Date to be reviewed	December 2012
Signed on behalf of the management committee	
Name of signatory	Rob Blakemore
Role of signatory	Chairperson

Procedures

All visitors have to abide by the policies of Wellow Under Fives Pre School. Policies of note that should be read by any visitor included:

Mobile phone and Photography Policy

(See below sections specific to visitors)

- Visitors /parents may keep their phones on them, however mobiles phones must not be used in the setting and if visitors or parents want to take a call or send a text then they can do so in a place where there are no children.
- Under no circumstances should camera or video functions on mobile phones be used whilst in the setting. Any person in the setting found using a camera or video without prior authorisation will immediately be asked to desist, and if they do not do so, will be asked to leave the setting.
- Parents are not allowed to use mobile phones or take photographs within pre-school sessions this includes whilst on outings and visits.

Visits by Appointment

- All visitors are required to make an appointment to visit the preschool during a preschool session. This ensures that the staff have the time to plan for the visitor's arrival and prepare the children and any activities accordingly.

Safety during visits

The safety of the children in the session is paramount when visitors enter the preschool

- There is a door bell on the front door to allow visitors to get the attention of Pre School Staff.
- The outer door is kept locked during the pre school session.
- Except during the Monday session when the preschool uses another room with
- The Children are prevented from exiting through the inner door due to a child safety gate, so a member of staff can open the outer door but the children can not be seen or get out. The member of staff can then make a judgement on the visitor and decide whether to let an unplanned visitor initially into the building and secondly into the playroom.
- Official visitors should carry a form of identification. If the staff member is unsure of the validity of the visit the staff member should telephone their department to double check.
- A visitor must be supervised by a member of staff at all times and not let out of the staffs sight.
- CRB checked visitors such as volunteers, parents and students may be unsupervised in the playroom but may not be left alone with any child and must not accompany any child to the toilet.
- Parents are allowed to take their own child to the toilet
- All visitors are required to sign the visitors book with date, time of arrival, name and purpose of visit this includes when the visitor leaves the date and time of departure must be signed

Unknown visitors / people not CRB checked

- Works people or electricity meter readings
- Can be asked to come back when the preschool is not in session

Visitors book

- This will include time of arrival and departure, purpose of visit and organisation they represent, sign in and out. This document is displayed on the table at the entrance to the Pre School during preschool sessions.

Other Village Hall users

- The preschool is situated in the Wellow Village Hall, there are other groups which use the hall whilst Pre School is in session and other people also have the key to the hall
- Other Groups are asked to inform the staff when they are in the building and but do not enter the preschool rooms.
- All registered key holders are on a list held by the Wellow Village Hall Charitable Trust and the preschool. In the event that the key is lost immediate steps are taken to have the lock changed and new keys issued.