



Pre School

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Seedlings Pre-School  
St Johns Memorial Hall

Mobile: 07525 731424

[seedlings-preschool@outlook.com](mailto:seedlings-preschool@outlook.com)

## Visitors to Setting Policy

At Seedlings we welcome visitors to our setting however to safeguard and protect the children in our care as well as any staff members we follow specific procedures when someone is visiting and we ask that all visitors abide by these same procedures.

**By signing on our Visitors Sign In sheet all visitors are agreeing to abide by the stipulations set out below. They also agree that they will not divulge any confidential information they may see or hear while in the setting.**

- All visitors should either already be known to us or supply relevant identification and reason for visiting
- If a visitor is there to carry out work on site, such as building work, then their visit should have been previously notified to us, they must have relevant ID and should never be left unattended with the children. They must also never be present if there are children being changed or toileting.
- Visitors must sign in on arrival and be briefed on the need for confidentiality, evacuation procedure and appropriate behaviour in the setting including use of mobile phones
- Mobile phones and bags should be locked either in the store room, kitchen or office such that phones cannot be used and bags are out of reach of the children.
- Visitors should be signed out by a member of staff when leaving the premises
- We ask that all visitors leave any personal belongings, including mobile phones, locked in either the staff room or the pre school store room
- We ask that visitors do not use their mobile phone within the pre school room, garden or corridor. If they need to use their mobile phone then they can either do so outside the premises or in the staff room if they are a known official such as an Early Years advisor, health professional, tutor or Ofsted inspector. The blinds of the kitchen must be down and they should be supervised at all times.
- While on the premises a visitor must not be left alone in sole charge of any child unless it is their own child
- Visitors should not use the pre school toilets, instead a member of staff will show them to the main Hall toilets. This includes parents who are here for a settling in visit.
- If a visitor needs to take their own child to use the toilets they can do so but only after a staff member has ensured there are no other children in the pre school toilet room at the time. They must be accompanied by a member of staff and that member of staff should ensure no other pre school children enter the toilets until the visitor has gone. Best practice is for them to use the main hall toilets but we understand that in the situation of a child settling in it is sometimes necessary for a parent to familiarise their child with the toilets so they are happy to use them going forwards.
- Visitors are expected not to use inappropriate language or speak about inappropriate content while on the premises
- Visitors must not smoke anywhere in the pre school setting, this includes the garden area and walkways in and out of the setting
- We ask that visitors respect both the premises and our equipment and ensure that any children



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they may have with them do so as well

- If a visitor has a child with them who is not registered with the pre school then they are solely responsible for that child's safety, behaviour and well being whilst on the premises

<b>Date policy written:</b>	02/01/2014
<b>Written by:</b>	Jennifer Bruton – Pre School Owner / Manager
<b>Reviewed and updated:</b>	April 2017
<b>Next review due:</b>	September 2017