



Supervision of Visitors Policy

At Ribbons we aim to protect the children in our care at all times. This includes making sure any visitors to the preschool are properly identified and supervised at all times.

All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parent, other professionals e.g. local authority workers, CIW/Estyn inspectors, people in the community e.g. librarians who may come to talk to the children, contractors to complete work, deliveries etc.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them. The identity is checked of any visitors attending in a professional capacity e.g. CIW/Estyn inspectors, speech and language therapists.

All visitors are informed of any relevant policies, including the fire evacuation procedure and Mobile phone and electronic devices policy (including the use of smartwatches).

We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the preschool. A member of staff must accompany visitors in the preschool at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors before allowing them into the main preschool. Visitors to the preschool must be recorded in the Visitors' Book and accompanied by a member of staff at all times while in the building
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to leave the preschool unattended
- Staff, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff within the preschool should be the only people allowing external visitors and parents entry to the preschool
- The preschool will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

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