



## 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.

All visitors must sign the visitors' book on arrival and departure. Where applicable, visitors' identity should be checked, e.g. CIW inspectors or colleagues attending in a professional capacity such as speech and language therapists. Visitors are informed of any relevant policies including the fire evacuation policy and mobile phone camera and other recording devices policy including use of smart watches where applicable.

All visitors are given and should wear a visitor's badge 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 they do not recognise 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 wander
- 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.

### COVID-19

Attendance to the setting will be restricted to children and staff **(Those on work placements or students in regular attendance can be included as 'staff') where practicable. In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, settings should assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be kept to a minimum. Where possible to do so, social distancing should be maintained.**

Visitors will only be allowed to enter where prior permission has been granted and that they are not displaying any symptoms of coronavirus. They will be asked to sign a declaration form. The supervision of visitor's policy will be followed in these cases.

Suppliers such as food deliveries will be asked not to enter the nursery but to make other arrangements, for example to ring the bell and leave the delivery at the door.

Where essential visitors e.g. building maintenance, are required these will be made outside of the usual nursery operational hours where possible.

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  
Date for review: 09.01.2021  
Policy reviewed:09.01.2021  
Date for review: 09.01.2022

