



LITTLE ANGELS
PRE-SCHOOL

Part of the Little Angels Group

Little Angels Pre-School Visitors Policy

Purpose

The pre-school is responsible for the safety and security of all the children in its care. Pre-School staff are to remain aware of the potential dangers posed by visitors. Therefore, it is vital that staff adhere to the rules and procedures detailed below at all times. The pre-school also has a duty of care to all other persons who may visit the pre-school premises. Therefore, strict control and management of visitors is essential not only to protect them but also to protect pre-school personnel and the children in their care.

Procedure

Staff must ask visitors for identification, if they are not known to them, before they are allowed to enter the building. The visitor must also state who they would like to see and the nature of their call. The following guidance are designed to control all visitors to the premises. Any visitors should not be permitted to walk freely around the setting for Health and Safety and safeguarding reasons. In the event of an emergency where a full examination of the building is required, it is imperative to know the number of people in the building and their location. This is achieved by completing the visitor register where they must record their name, the time of arrival and departure, and reason for visit.

The staff member that first meets the visitor should ensure that they do the following:

- Check the visitor's identification prior to allowing access to the building
- Ensure the visitor completes the visitors register
- Draw visitors attention to the safety rules e.g. mobile phone use is not permitted
- Advise visitors that if they have an accident or injury whilst on the premises they must report this to the manager in charge or senior staff and complete an accident form
- Ensure visitors sign out on departure
- In the event of an emergency the member of staff who is with the visitor will ensure they are safely evacuated.
- Should you observe someone on the premises that you do not recognise you should ask the manager in charge who they are

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- All visitors MUST have identification with them if they do not have ID explain that due to no ID you cannot allow entry. Leave the visitor outside the building and go straight to the manager in charge and inform them
- If you are concerned or feel there is a safety issue CALL THE POLICE.
- Sound the lockdown whistle if you feel that there is a risk of attack

Visitor Safety Rules

When a visitor is on site they must adhere to the following rules. Little Angels staff will ensure any visitor to the premises adheres to these rules and may draw the visitor to this policy or verbally explain these expectations where required:

- Have a prearranged appointment where possible
- Formally identify themselves e.g. photo id, driving licence, passport, bank card
- Complete the visitors record on arrival and departure
- No mobile phone use whilst on the premises, the visitor MUST turn it off/ silence it for the duration of their visit
- If they arrived by vehicle it is parked safely without obstruction to existing vehicles or exit or entry.
- Once they have shown ID the visitor must be accompanied by a member of staff at all times.
- Security- Nothing must be taken from the premises without permission. If the visitor requires something this must be requested directly with the owner. We reserve the right to request to search visitor's bags, packages and vehicles. Suspicious looking packages/ items must be reported to the manager in charge immediately.
- Health and Safety - if visitors require protective clothing this must be discussed with the manager
- Fire and evacuation - visitors must obey the fire procedure and comply with the 'No Smoking' controls.