

Little Angels Pre-School Visitors Policy



LITTLE ANGELS
PRE-SCHOOL

Part of the Little Angels Group

Purpose

Little Angels Pre-School is responsible for the safety and security of all the children in its care. The 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 staff 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 is 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 Owner, Manager or the person in charge 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
- All visitors **MUST** have identification with them if they do not have ID then explain that due to no ID you cannot allow entry. Leave the visitor outside the building and go straight to the person in charge and inform them
- If you are concerned or feel there is a safety issue **CALL THE POLICE.**

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 pre-arranged 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 arrive 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 or the Manager. We reserve the right to request to search visitor's bags, packages and vehicles. Suspicious looking packages/items must be reported to the person in charge immediately.
- Fire and evacuation - visitors must obey the fire procedure and comply with the 'No Smoking' controls.

Date of Review - January 2024 Hayley Tizick