

06 Safeguarding children, young people and vulnerable adults procedures

06.03 Visitor on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business

- If a prospective parent/carer would like to visit the pre-school they must make an appointment with the pre-school manager/deputy/senior room leader prior to the day of their visit. They will also be asked to bring some photo ID with them. Visitors are made aware of this procedure on the LDCP website.
- The manager/deputy/senior room leader informs the staff before pre-school opens if any visitors are expected that day.
- When a visitor comes to the pre-school, if they are not an existing parent/carer or prospective parent/carer who has an arranged appointment with the preschool manager, the member of staff answering the door will be the manager, deputy or senior staff member. The visitor will be asked to wait outside of the white door if all the children are in the hall, or in the lobby area if there are some children in the outside play area. The inside door is locked.
- The manager, deputy or senior staff member will ask for the reason for the visit, who they want to see and some proof of identification.
- If the proof of identification and reason for visit is satisfactory, the visitor will then be guided by the staff member from then onwards.
- If the identification and reason for visit is unsatisfactory, the visitor will be asked to leave the premises - see 06.03a Intruder procedure.
- All visitors to the pre-school must sign in in the Visitors signing in book kept in the Sign-in Folder on the table, giving name, reason for visit and time of arrival.
- All visitors are told that they are not allowed to use their mobile phone (or any other electronic device) in the pre-school or in the outside play area. However, they are allowed to access information on their device under supervision, for example, to obtain telephone numbers for the registration forms.
- All visitors are told that under no circumstances are any photographs to be taken.
- Visitors are told where the fire exits to the building are on their first visit & emergency evacuation procedure.
- At any parents/carers meeting, parents/carers are informed of the location of the fire exits to the building.
- All visitors are asked to sign out when they leave the building, giving the time they are leaving.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the pre-school are monitored and asked to leave immediately should their behaviour give cause for concern.