



Visitor Policy

Review date March 2018

Pre School

Market Rasen preschool will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

- All visitors are valued for whatever reason, but the children are our priority and must come first.
- All visitors will be welcome and their enquiries dealt with as soon as possible.
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
- Children and parents are welcome to visit us prior to joining the setting.
- No visitor will be left alone with children or accompany children to the toilet.
- Whenever possible visitors should make an appointment to visit the setting.
- The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.
- All contractors will need to show a valid DBS on entry if the Children's Centre do not already have these details.
- No visitors are permitted to use their mobile phones in the setting.

Procedure

If a visitor calls unannounced;

- Ask for identification, who they wish to see and request the purpose of their visit.
- Show them to a comfortable area, where they can wait until someone is free to speak to them.

- Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment.
- Ensure that the visitors book as been signed and procedures explained.
- Please note; Market Rasen Pre school/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.

Forest School and Visitors:

- Volunteers must fill out a staff/volunteers form, leaving next of kin contact numbers before attending forest school sessions. This is then taken on outings.
- The forest school leader will write a list of every individual who is attending; this includes visitors and will act as a register.

This policy was updated on March 2017.