



Visitor Policy

Kingfisher Preschool welcomes visitors for whatever reason, but the children are our priority and will always come first.

Visitors who call with appointments:

- All visitors will be invited to read the 'Visitor Statement' on entry to the preschool, this will include the relevant sections from the 'Management of Mobile Phones and Cameras Policy' and our 'Child Protection Policy'.
- All visitors will also be invited to adhere to the relevant sections of the 'Management of Mobile Phones and Cameras Policy', thus asking visitors to place mobiles in a locked place.
- All visitors will be asked to sign into the setting, stating the time of entry and the reason for their visit. They will also be asked to sign out, stating the time when they leave the setting.
- The staff member accepting the visitor into the setting will complete a 'visitor sticker' and the visitor will be asked to wear a red 'visitor lanyard' for the duration of their visit and return it when they leave. Children under the age of 14 do not need to wear one.
- Kingfisher Preschool will ensure that names of all visitors that are on site are recorded for insurance, emergency and registration purposes.
- Parents and children are encouraged to visit the setting prior to joining Kingfisher Preschool.
- All visitors will be welcomed and the reason for their visit will be dealt with swiftly.
- No visitor will be left unattended with children or will accompany children to the toilet.
- Where ever possible visitors will have been encouraged to make an appointment to visit the setting.

If a visitor calls unannounced:

- Ask for the purpose of their visit.
- Ask for identification.
- Verify that identification if needed before allowing the visitor into the setting.
- If the setting is particularly busy, explain they may have to wait until a member of staff is available to talk to them. Give the option of waiting or making an appointment.
- In all cases the visitor log will be completed and procedures followed.

Kingfisher Preschool reserves the right to refuse entry to the preschool if they are uncertain of the reason for the visit.

Date: 20th October 2016

Signed:

Review Date: October 2017

Staff Signatures:

I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.

PRINTED NAME	POSITION	SETTING	SIGNATURE	DATE



Visitor Statement

Welcome to Kingfisher Preschool. We hope that you enjoy your visit with us today. To ensure both the safety of yourselves and our children we would be grateful if you would read our **Visitor Statement** and adhere to the requirements specified.

- For insurance and health and safety purposes please sign in, in the visitor's log.
- A member of staff will issue you with a 'visitor's lanyard'. Please wear it visibly at all times.
- Our *Management of Mobile Phones and Camera Policy* states '**after visitors have signed in, they will be asked to put their phones in a locked box.**' Please hand your phones to a member of staff who will carefully lock it away, and return it to you when you leave.
- For your safety and that of our children, please do not be alone with any child or children.
- Please do not take any children to the toilet or change their nappy.
- Please ensure that the confidentiality of the children and staff is maintained throughout your visit and in the future unless consent has been given to the contrary.
- The welfare of our children is of paramount concern to us. It maybe that during your visit you become concerned for the welfare of a child. If so please inform either of our *Designated Child Protection Officers* – **Denise Packham or Gemma Peck**. You may be asked to record your concerns.
- If the fire alarm is raised during your visit please follow the staff through the back door, out through the fence and congregate round by the garages.

We hope that you enjoyed your visit with us today. If you have any concerns please talk to any member of staff.