



Enstone Pre-school Visitor's Book

September 2017

Enstone Pre-school Visitors Policy

During school hours, visitors should access pre-school through either the School Hall Car Park/Playing Field or via Litchfield Close gate. For school security, visitors should not use the Primary School Playground.

Where possible, visits should be made by appointment in advance, giving staff the opportunity to prepare.

Visitors are asked to sign our visitor's book on arrival and departure and in doing so are agreeing to comply with our code of conduct for behaviour within our Early Years setting.

Only pre-school staff have the authority to allow external visitors and parent/carers entry to the pre-school. Entry/Exit should always be supervised by a member of pre-school staff.

Staff must check the identity of any visitors they do not recognise before allowing them onto

the pre-school premises. I.D. should be recorded in the visitor's book. If staff have any doubt of the validity of our visitors then a phone call will be made to their department to double check.

The person in charge of the session should introduce the visitor to the rest of the team working that day, so that they are aware of their identity and be able to help the visitor achieve the purpose of their visit.

A member of staff must supervise and escort visitors around the Pre-school at all times. At no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Supervisor.

All external doors and gates must be kept locked at all times to ensure children are not able to wander. This includes the stable door into the kitchen area.

Personal belongings should not be carried around during the session. They can be hung up

out of the way on the adult coat pegs or handed to a member of staff for safe keeping.

Mobile telephones and/or personal recording devices such as cameras and/or video recorders should be turned off and handed to a staff member for safe keeping. If a visitor needs to check their phone and/or make a phone call during their visit this should be done outside the pre-school premises.

Visitors should never enter the children's toilet area unless authorised to do so by a member of staff.

Hot drinks must be kept well away from children and should not be carried around the room as this could risk scalding a child.

Smoking is not allowed on pre-school premises. Visitors should not be taking, or under the influence of, alcohol or drugs.

In the event of a fire, visitors should follow pre-school staff evacuation instructions.

Generally, our exit is via the 'outdoor garden' exit door but if this door is not accessible/safe, the exit door leading into the school playground will be used instead. All visitors should join the group in the main assembly area in the school's playground so the register can be taken.

Enstone Pre-school will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parent/carer(s).

Visitors should not shout, swear or express racist remarks and language used should be appropriate to the group.

Visitors should not use or threaten to use physical restraint or punishment, unless a child is in immediate danger.

The pre-school has the right to refuse entry, or to ask a visitor to leave the pre-school. We will

do so if we are unsure of the reason for their visit.

Prospective children and parents are welcome and encouraged to visit the pre-school prior to joining.

We request that visitors read this policy and sign our visitors book to confirm that they agree to following the above stipulations whilst in our setting.

These requests are to maintain a safe environment for the children in our care and to comply with good practice for safeguarding as recommended by the Early Years Foundation Stage Curriculum and OfSted.

If a visitor were to exhibit any of the above, they would either be asked politely to refrain, denied access, asked to leave or the police would be contacted if we felt in immediate danger.

If the person in charge is uncertain about admitting the visitor they should seek advice from senior members of staff.

Any concerns about visitors to the premises should also be reported to Enstone Primary School so that this information can be passed on to relevant parties if necessary.