



St Tudy Pre-school

Visitors Policy

St Tudy Pre School 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 welcomed 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 in our signing in sheet on arrival.
- 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.

Procedure if a visitor calls unannounced;

- Ask for identification, who they wish to see and request the purpose of their visit.
- Ask them to wait outside until a member of staff is free to assist them.
- If not convenient , give them the option of waiting or making an appointment.
- Ensure that the visitor's book has been completed including departure time.

The pre-school/staff have the right to refuse entry to an individual, and must do so if they are uncertain as to the purpose of their visit.

This policy was adopted at a meeting of: St Tudy Pre-school

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory: Emma Sleeman

Role of Signatory: Chair, St Tudy Pre-school

