



Supervision of Visitors

February 2024

At Elsworth Pre-School we take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the nursery are properly identified and supervised at all times. Visitors may include prospective parent/carers, trustees, and other professionals e.g. local authority workers, Ofsted inspectors, people in the community that may come to talk to the children e.g. librarians, contractors to complete work, deliveries etc.

Where possible, we ask visitors to book in advance, so arrangements can be made to accompany them. The identity is checked of any visitors attending in a professional capacity e.g. Ofsted inspectors, speech, and language therapists.

All visitors must sign the visitors' book on arrival and departure, including the time of entry and exit. They are informed of relevant policies, including the fire evacuation procedure and mobile phone, camera, and other recording devices policy and who the Designated Person is in case the identification of a potential Safeguarding issue.

Please see safeguarding policy

A member of staff must always accompany visitors within the pre-school premises; at no time should a visitor be left alone with a child.

Security

- Staff must check the identity of any visitors before allowing them onto the pre-school premises. Visitors must be recorded in the Visitors' Book and always be accompanied by a member of staff while on-site.
- All external doors and gates must be kept locked at all times and all internal doors must be kept closed to ensure children are not able to leave the pre-school unattended.
- Staff, parents, and visitors are reminded not to hold doors open or allow entry to any person, whether they know this person or not. Staff should be the only people allowing external visitors and parents entry or exit of the setting.
- We will not tolerate any form of harassment from third parties, including visitors towards others, including children, staff members and parents. The police may be called in these circumstances.

Adopted on:	20 th February 2024
Adopted by:	Sophie Mills, Interim Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	20 th February 2025