



## VISITORS POLICY

During our working day, it is possible that we will be welcoming visitors into our preschool, for a variety of reasons.

- Families coming to look around
- Professionals coming to work staff and or, with specific children e.g., Sensory support or Speech and Language specialists
- Tutors coming to see students
- School staff to support children with transitions into school/preschool

Whatever the reason for the visit, we recognise that visitors are an important part of our routines, and it is important that we enable visits to be effective and ensure that they happen safely and that they do not negatively impact on our children.

We would prefer visit to be prearranged wherever possible, to ensure that we can be prepared for the visit and

- a) to ensure we have adequate staffing in place, to enable a staff member to spend time with our guest
- b) to ensure that the children are prepared and know who to expect and when
- c) to ensure the visit happens during an appropriate time in the day, to enable the visit to be successful.

Visitors will always be accompanied by a member of staff and never left alone with a child/children.

We are open minded to a spontaneous visit for example a new parent popping in for a visit. Wherever possible we will facilitate this, however, please be aware that there may be occasions where we might have to ask the visitor to reschedule their visit.

On arrival visitors will be asked to sign in on our visitor's book. They will be asked to leave a contact number in case we need to make contact after the visit; for example, due to track and trace.

Visitors will also be required to keep their mobile phone devices securely in their bags and their bag can be left safely in the office or kitchen area where there are lockers available .

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

We encourage our children to be kind and friendly towards others including visitors, we do this by positive role modelling. When children witness first hand positive engagements and interactions between adults and children, they are likely to copy these interactions and adopt their own friendly approach to others. Which is a very important part of their learning and development and helps our children to develop their confidence and communication skills.

|                  |                                                                                   |
|------------------|-----------------------------------------------------------------------------------|
| Name:            | Clare Gwilliam                                                                    |
| Position:        | Pre-school Manager                                                                |
| Signed           |  |
| Name:            | Alicia Grix                                                                       |
| Position         | Committee Chair                                                                   |
| Signed           |  |
| Date:            | 1 <sup>st</sup> September 2026                                                    |
| Date for Review: | 31 <sup>st</sup> August 2027                                                      |