

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that procedures are in place to ensure children have a safe and secure environment in which to learn and develop.

2.4 Visitors



Policy statement

Pippin Pre-School is committed to providing a safe and secure environment for the children in our care. When we have visitors to the setting we need to ensure that this will not have a detrimental effect on the children and that the visitor in question has a valid reason for visiting the setting. Accordingly, when a visitor arrives at the setting we follow the procedure set out below.

Procedure

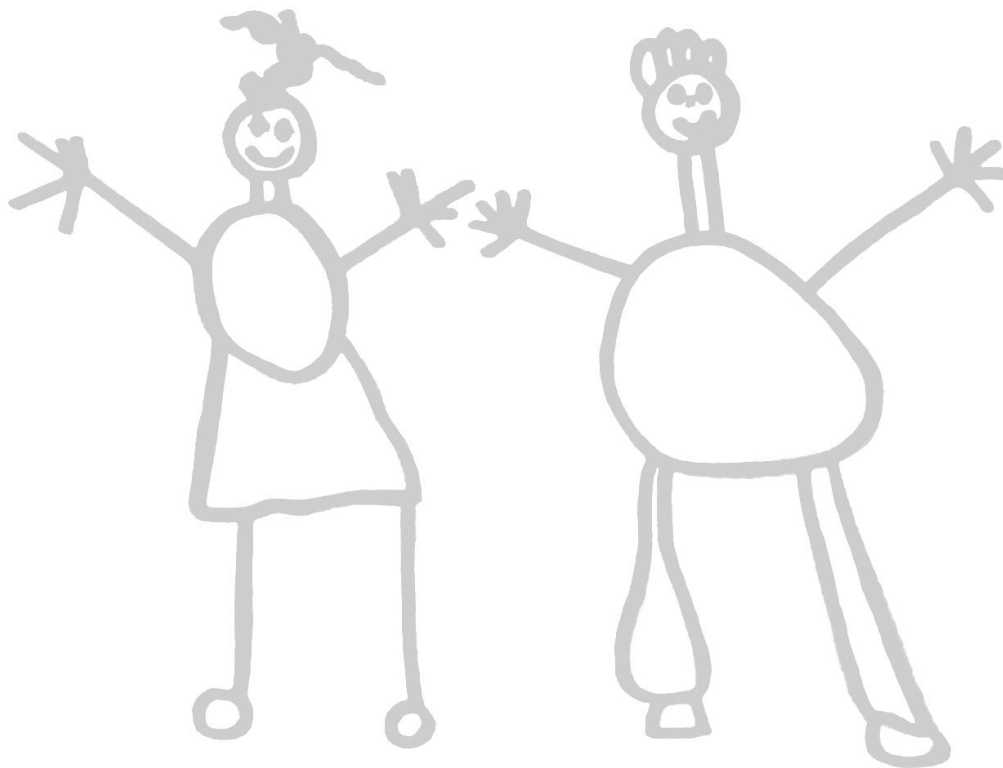
- Most visitors are expected and are booked in the diary with their name and reason for the visit.
- The identity of visitors is checked on arrival (ID cards etc.) if staff need further reassurance of the identity of the visitor, they will phone the employing organisation of the visitors, e.g. Ofsted, Local Authority, Environmental Health Department etc. for further confirmation. If this is not possible, staff will seek the advice of the setting Manager/Assistant Manager. If confirmation cannot be sought then the visitor may be refused access until this can be confirmed.
- All visitors sign the visitor's book on arrival, with the date, time, who they are visiting. They are then issued with a visitor lanyard to wear.
- The office administrator adds the visitor to the white board in the reception area in case of an emergency evacuation and informs the management team of their arrival.
- Visitors have the evacuation procedure explained to them.
- Visitors are asked to leave any mobile telephones and belongings in the reception office.
- Visitors are always accompanied and never left alone or unsupervised with the children.
- When a visitor leaves the setting they will sign out and the departure time is recorded.
- In the event of an evacuation procedure whilst visitors are in the setting, the visitor book will be used as part of the evacuation procedure in the calling of the register.
- In the event of a visitor refusing to leave the premises, the children will be secured and the police called. In such an event and incident record will be completed and Ofsted would be informed.

Wraparound care

The above policy also applies to those who attend any of the wraparound sessions provided by Pippin Pre-School.

Legal framework

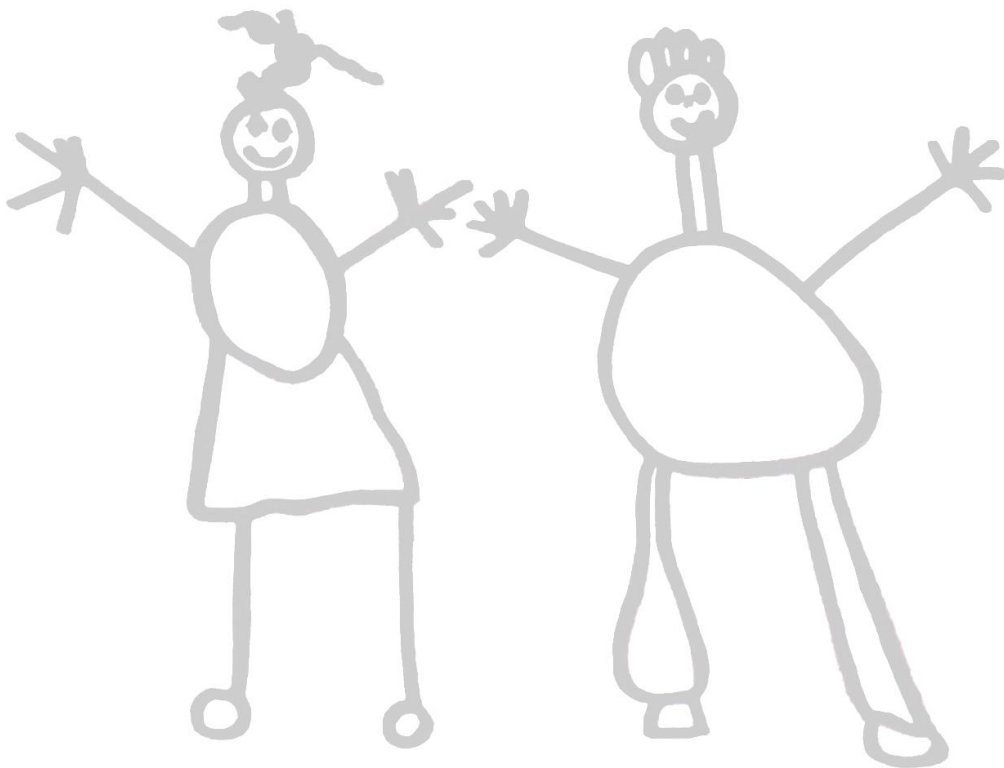
- The Equality Act 2010
- Protection of Children Act (1999)
- Data Protection Act (1998)
- The Children Act (Every Child Matters) (2004)
- Human Rights Act (1998)



Pre-School

Registered Charity No. 1028855

Pippin



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