

IDENTIFICATION OF VISITORS POLICY

Policy Statement

The safety of the children and staff are paramount, and the pre-school will take necessary precautions to ensure that anyone who comes to the door of the village hall, or who demonstrates an interest in the children if they are in the garden, is identified and verified.

Procedures

- Any unidentified visitors not known or expected at the village hall entrance are dealt with by Lead Practitioner, **Lisa Lowles**, or Deputy Manager when in charge.
- Any members of the public coming to the village hall for reasons not to do with pre-school are not allowed entry onto the premises unless by pre arrangement/appointment with the manager.
- A diary of appointments will be kept on visitors' desk so that we are reminded of visitors expected on any given day.

Visitors permitted to enter the building will:-

- Be asked for photo identification if relevant.
- Be shown our visitors poster situated by the visitors signing in books and asked to turn their mobile phones off.
- Be asked to sign in and out of our visitors book.
- Never be left unsupervised within the village hall setting.

Unexpected parents/carers enquiring about the pre-school will be invited in at the discretion of the manager so that details of prospective families can be added onto our enrolments listing and contact numbers exchanged.

Procedures in Circumstances of Un-Welcome Visitors

Any person arriving at the village hall that we feel uncomfortable about will not be admitted into the hall. If this person does not leave the immediate area (outside veranda or immediate parking area) then we would:-

- Gather the children into one group and go to the book corner area where we could draw the curtains and be out of view from anyone outside.
- One member of staff would call for assistance from our local police station using the 101 helpline number and wait for them to arrive.
- In extreme situations where we felt that we were in danger then we would start our LOCK DOWN procedure (please see LOCK DOWN Policy).

Any such incidents would be reported to Ofsted and Early Years.

Date Policy Implemented *September 2013*

Signed *Alex Barter*

Name and Role *Alex Barter, Committee Management Chair*

Date of Last Review *November 2023*

Date of Next Review *November 2024*