**St Joseph’s Pre-school Playgroup**

**Visitor Policy & Procedure**

**Statement of intent**

To keep children safe from harm

**Methods**

**Gates to the site**

The main iron gates to the school site are on a timer operated by the main school; visitors need to be buzzed in during the day. During main drop-off and pick-up times, the gates are unlocked.

There is an inner metal gate inside the pedestrian gate which we encourage staff and visitors to keep closed; this acts as an extra barrier to children leaving the premises unattended.

Staff and parents are told to keep the wooden gate to the Pre-school Garden closed.

**Doors to the building**

A member of staff stands right by the main entrance door during drop-off and pick-up times and the door is kept locked unless a member of staff is standing there. There is a doorbell which parents and any visitors ring in order to attract attention to gain access to the building. If staff do not recognise the person at the door, they will call a senior member of staff who will come and speak to the person and establish who they are.

The inner door is also kept locked, and children are told not to play with the lock and are supervised; staff must be vigilant to children playing with the lock.

**Signing in**

Visitors are required to sign in on a Visitors’ Sheet on the main clipboard which has the daily attendance registers on it. Staff may do this on behalf of a visitor.

Unknown visitors may be asked to produce some form of ID to gain entry to the nursery; company badges will be checked, and companies may be contacted whilst the visitor is asked to wait outside or in the lobby with a member of staff.

**Prospective parents**

Prospective parents give their name and child’s name and other details such as their address and mobile phone number when they contact us to arrange a visit. Appointments are made for the owner or one of the managers to show them round and answer questions. They are never left unaccompanied.

Spontaneous show-rounds may be conducted by the owner or one of the managers; again, parents are always accompanied.

We reserve the right to refuse entry to any person if we have any cause for concern or suspicion regarding their reason for the visit.

**Work Experience Pupils/Placement Students**

Details are received from their school/college via email and phone conversations. A phone call is usually required with the student before their first visit. Their identity is confirmed with a passport or other photo ID where possible upon their arrival on the first visit.

**Prospective employees**

All job applicants are required to complete an Application Form and are asked to bring photographic ID when they attend for interview.

**Booked appointments**

Visitor Appointments are included on the whiteboard in the office so staff are aware of who is expected on the premises.

**Mobile phones**

Visitors and regular parents/carers are reminded not to use mobile phones whilst in the building. There are notices up to this effect.

Signed on behalf of St Joseph’s Pre-school Playgroup Limited:

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Name: Chloe Standing

Role: Manager

Date 19.09.23