

BURHAM PRESCHOOL VISITORS PROCEDURES



Parents, outside agencies, prospective parents, Committee Members and any other visitors to the setting are required to adhere to these procedures and to sign to confirm that they have read and understood them.

- Understand that they cannot be left unsupervised with children and are not able to accompany children to the toilet unless it is their own child and they are accompanied by a member of fully vetted staff making sure that no other child's safety or dignity is affected.
- Understand that mobile phones must be stored in the designated area and must not be used in areas where children are present
- Cameras or recording devices must not be used.
- Will not discuss anything that they see or hear regarding children and their families in or outside of the setting, including disclosing names/actions of children to other parents
- Visitors are informed via a notice in the register of who our DSL is on arrival should they have any concerns or complaints.
- If social networking sites are used, no photographs of staff, committee members or children should be posted without their consent and any disrespectful comments may be seen as libellous (see also Communication, Mobile phones and Social Networking Policy)
- Visitors to the setting will be asked to confirm their identity and show ID where appropriate before entering the premises. They will be asked to sign the Visitors sheet in the registration file, recording their arrival and departure time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

At the same time, we expect that all visitors to the setting respect the confidentiality of the staff and their personal lives.

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

(*chairperson committee*)

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