



## Policy / Procedure for visitors: prospective parents and child / other professionals / maintenance- work

### Policy statement

Chipstead Pre-school aims to provide a high quality and courteous service to all we come in contact with, and as such we wish to make all prospective parents and visitors welcome, and to be able to give them the time required, on a visit to the Pre-school, to answer any questions and explain how our Pre-school works, however the safety of the children in our care is our priority, therefore staff ratios must be maintained.

### Procedures

- It will be necessary for an appropriate appointment to be made, name and telephone number to be recorded.
- The visit should be scheduled for between 10.00 - 10.30, so all the children have arrived and settled in. Play and stay, settling in sessions are for one hour from 9.30 – 10.30 parents must stay for this session. It is our policy that only one family / visitor, per day, per visit can be arranged.
- The visitors must sign in and out and must sign a 'visitors with young children form' if appropriate.
- When a child and parent are visiting the setting the child's well-being and safety is the overall responsibility of the parents at all times during the visit.
- Only one member of staff must be involved with the visitor at any one time to ensure child / staff ratio are maintained.
- \*Visitors will be asked to provide proof of identity, if appropriate. This will be recorded in the visitor record book. No work or maintenance will be carried out on the premises during session time whilst children are in attendance unless is deemed an emergency and is safe to do so.
- Ofsted and the emergency service will have immediate access as necessary.

|   |                     |                           |
|---|---------------------|---------------------------|
| This policy was adopted by                        | Chipstead preschool | <i>(name of provider)</i> |
| On  | 14-10-2016          | <i>(date)</i>             |
| Date to be reviewed                               | Yearly              | <i>(date)</i>             |
|   | 24-07-2023          |                           |
| Signed on behalf of the provider                  | _____               |                           |
| Name of signatory                                 | _____               |                           |
| Role of signatory (e.g. chair, director or owner) | _____               |                           |

\*visitors such as other professional / work men will be asked for proof of identity if not known by the settings manager

