

# VISITORS POLICY

Brize Norton Village Preschool happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

Preschool Manager, Jackie Hampson – or in their absence, the deputy manager Jane Hornsby have the authority to determine which visits are to be permitted.

Brize Norton Village Preschool reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the preschool, unless a court order is placed restricting such contact or accessibility.

All visitors should wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the preschool. Our preschool visitors book advises the visitor of our fire policy and explain there are no planned fire drills for that day.

## Security on door and within the setting

- Staff MUST check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorized persons to collect must be checked in our folders.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The preschool will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.
- Staff must inform all visitors of the preschool Mobile phone policy and who is our DSL – details in visitor signing in book and on foyer information board.

This policy was adopted by

Brize Norton Village Preschool

On

7th August 2023

Date to be reviewed

August 2024

Signed on behalf of the provider

Name of signatory

M Dix

Role of signatory (e.g. chair, director or owner)

Chair of Committee