

Cold Ash Pre-school: Visitors Policy

Safeguarding and Welfare Requirement: Visitors

Providers must ensure the safety and wellbeing of children and staff when visitors enter site during session hours.

Policy statement:

The purpose of this policy and its associated procedures is to contribute towards the safeguarding of all children and staff when they are at Cold Ash Pre-School. The ultimate aim is to ensure that all children and staff learn and work in an environment where they are safe and free from harm.

The Objectives of this Policy:

The key objectives of this policy is to have in place a clear protocol and procedure for the admittance of external visitors to the pre-school which is understood by all staff, trustees, visitors and parents/carers and conforms to safeguarding guidelines and prevents unsuitable people from working with or accessing children.

We have responsibility for the safety and wellbeing of all of our children during session hours and on pre-school organised (and supervised) off-site activities. This policy applies to:

- All permanent and bank staff employed by Cold Ash Pre-School
- All external visitors entering the site, whether visiting CAPS staff, children or completing work on site.
- Trustees/Committee members
- Parents/carers
- Volunteers
- Children
- Work experience
- Local Authority staff
- Building & Maintenance Contractors
- Any volunteers on planned pre-school trips.
- External visitors such as petting zoos or external sessions run by outside organisations

Visitors Invited to the School:

- Before a visitor is invited to the school, both the Leader and Deputy Leader are informed, with a clear explanation as to the relevance, purpose date and time of the visit.
- Permission must be granted by the Leader before a visitor is asked to come into pre-school.
- Formal visitors representing the LA, businesses, contractors, outside agencies etc are required to present formal identification.
- All visitors enter the site through the Garden gate and must only be allowed in by pre-school staff.
- All visitors must state the purpose of their visit and who has invited them or who they wish to see. They should be ready to produce formal identification
- All visitors are required to sign the Visitors Record Book which is kept in the store cupboard. They must sign in stating: time in/out, date, name, organisation, etc.
- All visitors are required to wear an identification badge stating their name and organisation.
- All visitors are told about emergency evacuations procedures and protocol.
- Visitors are taken to meet their contact. The contact will then be responsible for them while they are on site. VISITORS MUST NOT BE LEFT ALONE WITH CHILDREN.
- On departing, visitors enter their departure time in the Visitors Record Book alongside their arrival entry and return the identification badge.

Unknown/Uninvited Visitors to the School:

Any visitor to the school site who is not wearing an identity badge is challenged politely to enquire who they are and their business on the site. They should then be escorted to sign the visitors' book and be issued with an identity badge. The above procedures then apply.

In the event that the visitor refuses to comply, they are asked to leave the site immediately. The Leader (or Deputy Leader if neither is available) will consider the situation and decide if it is necessary to inform the police.

Governors and Volunteers:

All Trustees are required to have an enhanced DBS.

New trustees are made aware of this policy and are expected to become familiar with its procedures as part of their induction. This is the responsibility of the Administrator and Leader and the Chair of Trustees.

Parents volunteering on site or meeting with staff must adhere to the above procedures.

Reporting concerns:

If any visitors to site have concerns about child welfare or safeguarding they must report these concerns to the Leader, Chair of the Trustees or report concerns to: Contact Advice Assessment Service (CAAS) within working hours on **01635 503090** for a member of staff to deal with your concern, alternatively email child@westberks.gov.uk

Monitoring and Evaluation:

The suitability of all visitors invited into school to work with our children is assessed at the end of their visit and a decision made as to whether they may be asked to visit the school in future.