



Supervision of Visitors Policy

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the setting, the manager must point out fire procedures.

A member of staff must accompany visitors in the setting at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the setting. Visitors to the setting must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building
- The manager must ensure all contractors accessing the setting whilst children are present are CRB checked and not left alone in any area that children may use.
- All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the setting should be the only people allowing external visitors and parents entry into the setting.
- The setting will under no circumstances tolerate any form of harassment from third parties including visitors, towards others, including children, staff members and parents.

Internal use only

This policy was adopted on	
Signed on behalf of Spice Childcare	
Date for review	