

Visitor Policy to Safeguarding Children

Policy statement

At Saplins we recognise the importance of ensuring authorised people enter the premises. We endeavour to make sure that no unauthorised person accesses any of the setting.

When a visitor comes to Saplins the following procedure should take place.

- The visitor shall be welcomed and asked the purpose of their visit.
- If they have an appointment then they shall enter and complete a slip in the visitors' book. If it is not a regular visitor or you do not recognise them ask for identification.
- If the visitor does not have an appointment but have a legitimate reason for visiting, their identification must be sought and confirmed before they enter the building. They shall then be required to complete a slip from the visitors' book.
- Visitors shall be made aware of all evacuation procedures for the setting.
- All visitors must be made aware of the need for confidentiality regarding the setting.
- Visitors under no circumstances will be left alone with any child.
- Visitors may only enter or exit under the supervision of a qualified member of staff.
- The setting remains locked throughout all sessions where children are present, if outside free flow play is in operation then the perimeter gate shall be kept closed and visitors must use the main entrance.
- All visitors may only use the adults' toilets.
- Visitors must sign out before leaving the premises.