

## **Safeguarding Children**

### **Visitors**

#### **Policy statement**

At Rudgwick Pre-school we believe that the safety of the children and staff in our setting is of paramount importance. The comfort of the children remains our next primary concern. To that end we wish to keep disruption to a minimum from any visitors to the premises, whatever their business here.

#### **Procedures**

All visitors have to abide by the policies of Rudgwick Pre-School. Policies of note that should be explained to any visitor including:

Mobile phone and Photography Policy (See below sections specific to visitors)

- ✓ Visitors /parents phones must be left in the kitchen; mobiles phones may only be used in the kitchen area in full view of staff.
- ✓ Under no circumstances should camera or video functions on mobile phones be used.
- ✓ Whilst in the setting, any person found using a camera or video without prior authorisation will immediately be asked to desist, and if they do not do so, will be asked to leave the setting.
- ✓ Signs are displayed around the setting to reinforce that phones may not be used.

#### **Safety during visits**

The safety of the children in the session is paramount when visitors enter the preschool setting;

- ✓ There is a door bell on the front door and a bell on the rear gate to allow visitors to get the attention of Pre-School Staff.
- ✓ The outer main door is kept locked during pre-school sessions.
- ✓ The member of staff answering the door will make a judgement on the visitor and decide whether to let the visitor into the building.
- ✓ Official visitors should carry a form of identification. If the staff member is unsure of the validity of the visit, the staff member should telephone their department to double check.
- ✓ All visitors will sign in the visitor's book, this will include time of arrival and departure, purpose of visit and organisation they represent.
- ✓ This book is kept on the kitchen counter at the Pre-School during preschool sessions
- ✓ All visitors must be supervised by a member of staff at all times and not let out of the staffs sight.
- ✓ DBS checked visitors such as volunteers, parents and students may be unsupervised in the setting but may not be left alone with any child and must not accompany any child to the toilet.
- ✓ Parents are allowed to take their own child to the toilet
- ✓ Works people or electricity meter readings are supervised at all time during their brief visit into the setting.

This policy was adopted at a meeting  
of

Rudgwick Pre-school

Held on

16<sup>th</sup> November 2025

Date to be reviewed

16<sup>th</sup> November 2027

Signed on behalf of the management  
committee

*Laura Thornber*

Name of signatory

Laura Thornber

Role of signatory

Chairperson