



GROWING AND LEARNING TOGETHER

Visitor Policy

Staff of Little Jesters will ensure that visitors enter through the main school and are recorded in the school's visitor's book and also marked in the Preschool register for emergency, insurance and registration purposes. ID will be asked for and checked by the member of staff.

- All visitors are valued for whatever reason; however, the children are our priority and must come first
- Visitors will be requested to sign in and out of the premises, giving their reason for the visit
- All visitors will be welcomed and their enquiries dealt with as soon as possible
- Children and parents are welcome to visit us prior to joining the setting
- No visitor will be left alone with children or accompany children to the toilet
- Whenever possible visitors should make an appointment to visit the setting which will be logged in the diary and staff will be informed of visit

Procedure

If a visitor calls unannounced:

- The staff will ask for identification, to whom it is they wish to see and the purpose of their visit and then ask them to enter through the main school if the visit is to be for a set length
- Show them to an area, where they can wait until someone is free to speak to them
- Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. They will be given the option of waiting or making an appointment
- Ensure that they sign the visitor's book

NB: The staff of Little Jesters have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit and do not have any form of ID.