

Mortimer Hall Pre-school



Safeguarding and Welfare Requirement: Child Protection

Providers must have and implement a policy, and procedures, to safeguard children.

1.8 Visitor on the premises

The safety and security of the premises is maintained at all time and staff are vigilant in areas that pose a risk, such as shared premises. A risk assessment is completed to ensure that unauthorised visitors cannot gain access.

Visitors with legitimate business - generally a visitor will have made a prior appointment

- On arrival, they are asked to verify their identity and confirm who they are visiting.
- Staff will ask them to sign in and explain the procedures for the use of mobile phones and emergency evacuation.
- Visitors (including visiting VIPs) are never left alone with the children at any time.
- Visitors to the setting are monitored and asked to leave immediately should their behaviour give cause for concern.

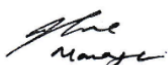
Further guidance

[Visitors Signing In Record](#) (Alliance 2018)

This policy was adopted by
On
Date to be Reviewed

Mortimer Hall Pre-School
03 November 2023
November 2024

Signed on behalf of the provider
Name of signatory
Role of signatory



Janet Crane

Manager