



## **St Nicolas Playgroup**

### **Visitor Policy and Procedure**

#### **1.0 Policy statement**

St Nicolas Playgroup happily welcomes visitors to our settings. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available to welcome them.

- 1.1 Playgroup Manager Vicky Evans, or Deputy Manager Victoria Knowles, have the authority to determine which visits are to be permitted.
- 1.2 St Nicolas Playgroup reserves the right to refuse entry to any person, which we may have a reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the playgroup, unless a court order is placed restricting such contact or accessibility.
- 1.3 All staff must take all reasonable steps to prevent unauthorised persons from entering the premises and have an agreed procedure for checking the identity of visitors.
- 1.4 Staff will ensure all safety and security measures are in place, i.e. all access doors are locked, to prevent any unauthorised person from walking into the setting.
- 1.5 All unexpected visitors e.g. OFSTED and professional bodies must have their ID checked. If in any doubt, a telephone call should be made to confirm their identity. If staff are unsure, entry will not be allowed.
- 1.6 All visitors must book a mutually convenient time.
- 1.7 All visitors must sign in the visitor's book in the entrance area, noting their name, time of arrival, the reason for the visit, and must sign out on departure.
- 1.8 Where possible any visits from workmen will be arranged outside Playgroup hours.
- 1.9 Any regular visitors will be checked by the Disclosure and Barring Service.
- 1.10 Staff shall inform visitors of our emergency evacuation procedure, point out fire exits, and highlight general security.
- 1.11 If appropriate show the visitor, the location of the toilets.
- 1.12 A copy of our policies shall be available for visitors to read if required.

*“This policy comes under the umbrella of Safeguarding”*

1.13 NO mobile phones are to be used on the premises. Mobile phones should be left in an area away from children (usually the kitchen or designated staff area).

1.14 Visitors should be made aware of the no smoking, mobile phone, and camera policy.

1.15 At no time should a visitor be allowed unsupervised access to the children.



This Policy was adopted by a meeting at the Playgroup on 27/07/18

This policy was reviewed by:	The Manager	Signed
On:	Date: 21 August 2025	VE Evans
Date of next review:	Date: 21 August 2026	