



Visitors to the Setting

Policy statement

All visitors are valued for whatever reason, but the children are our priority and their safety must come first. All visitors will be welcomed and their enquiries dealt with as soon as possible.

Procedures

Tiggers will ensure that names of all visitors on site, including staff and committee members, are recorded in the visitor book for emergency, insurance and registration purposes. The visitors name, along with the date and time of arrival and of departure will be recorded.

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. If a visitor comes unannounced then they will be asked for identification (which in most cases will be photo identification such as an official work card or drivers licence), who they wish to see and request the purpose of their visit.

NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit