



# Visitors Policy

## Aim

Is to ensure a safe and secure environment for children to play and learn.

## Procedures

Visitors must ring the bell and wait to be attended to.

Any visitor must identify themselves adequately before being permitted to enter the Pre-school.

All visitors to Tiddlywinks must complete and sign the visitor's book, stating name, Reason for visit, date, time of arrival and departure.

If the need for parents to arrange for someone other than themselves to collect their Child, they must inform us including details of the person, we would also recommend they use a password in this situation.

Visitors must not use their mobile phone whilst on the pre-school premises.

We are a no smoking environment.

**NO UNAUTHORISED VISITOR WILL BE PERMITTED TO ENTER THE PREMISES.**

Signed.....Owner/Manager

Date..... Review.....