



Martlesham Playschool, At Gorseland School, Deben Avenue,  
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**PLEASE DO NOT REMOVE**

### VISITOR POLICY

Martlesham & Kesgrave Playschools are responsible for the safety and security of all the children in its care. Staff are to be aware of the potential dangers posed by an unregulated visitor system. Therefore, it is vital that staff adhere to the procedures below. The setting also has a duty of care to all other persons who may visit the premises. Therefore, strict control and management of visitors is essential not only to protect them but also to protect playschool staff and the children in their care.

#### Guidelines for All Visitors

- On arrival all visitors should ring the bell and await a member of staff to answer, showing proof of identity if unknown
- If the visitor is unknown, staff must answer the caller at the window in the office, not at the door
- Visitors must sign in, completing all the required information. It is the responsibility of the manager to maintain proper visitor records. *Visitor records are to be retained for a period of not less than 1 year*
- Visitors must be accompanied by a member of staff at all times
- Visitors must sign out when leaving
- Should there be an emergency evacuation, the member of staff with the visitor will direct them out of the building and to the assembly point, giving them further instructions once at the assembly point

#### Attempts to Gain Entry

- In the event of any person attempting to gain unauthorised access to playschool premises, the police must be informed immediately and the incident investigated by the manager and committee
- Depending on the outcome of the investigation, Ofsted, Early Years, Social Services etc may need to be informed in the incident

#### Procedure for Staff Receiving Visitors

All visitors during a session should ideally be of prior arrangement and for approved circumstances only. The nature of the visit should be pre-approved by the manager and all staff should be made aware.

#### *Visitors whose purpose is to work with children in some capacity :*

- Visitors may work with children in a range of capacities, eg. Meet with whole or small groups, or individuals
- The manager/staff should agree the arrangements for the visit before agreeing to it. Guidance will be given regarding any specific safeguarding matters
- Any visitor who has not had a DBS check carried out by Martlesham & Kesgrave Playschools must not be left unattended with children at any point

Visitors whose purpose is of a trial session with child or with a view to joining the waiting list :

- The visit should be by prior appointment only, if at all possible, with necessary approval by the manager

Visitors whose purpose is of a general enquiry :

- All general enquiries are to be dealt with through the window of the office
- If the enquiry cannot be dealt with by staff during the session, contact details should be taken and passed to the suitable person as soon as possible

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)