



SHANKLEA EYFS

Visitors Policy and Procedure

Policy Control Details			
Date policy approved:	September 2020		
Prepared by:	Helen Brown	Signature	Date
Approved for issue by:	Gareth Pearson	Signature	Date
Review period:	1 year		
Review required by:	September 2021		
Responsibility for review:	EYFS Manager		

Visitors Policy and Procedure

Visitors to Shanklea EYFS will have notified the setting of their intention to visit so that Office staff and the Head Teacher know to expect visitors. All staff in the main school and the Nursery are informed about visitors in school during the briefing meeting for the following week on Friday mornings and on the daily diary sheet on the School360 calendar. A copy of this is displayed on the screen which is located in the staffroom and is read by all staff in school. Children will be told by EYFS staff when visitors will be coming into the setting. Parents will be informed by their child's key worker if a visitor from an external agency such as a physiotherapist is visiting their child.

All visitors must report to the school office at the front entrance of the main school and record their visit in the Visitors Book which is located in the entrance foyer. On arrival visitors must fill in:

- Date of visit
- Their name
- Company/Address they are from.
- Car registration number
- Reason for the visit/person visited
- Arrival time

They will be given a Visitor Information form, to read and sign, which details instructions and procedures they must adhere to during their visit.

Visitors to Shanklea EYFS will be given a Visitors lanyard to wear during the duration of their visit and will be taken to the setting by the Head Teacher or a member of the office staff and introduced to the EYFS staff.

All visitors who are in the building and are working with pupils or are near to pupils will be supervised by one of the EYFS managers or another staff member if neither manager is available. Visitors who will be working with children will have to show a current DBS certificate. Relevant details will be kept in the main school office.

Shanklea EYFS's key procedures will be available to view in the Nursery entrance foyer.

On departure visitors will be taken back to the main school entrance by one of the managers and visitors will add their departure time to the Visitors Book.

All visitors will leave their mobile phones in the school office upon arrival.