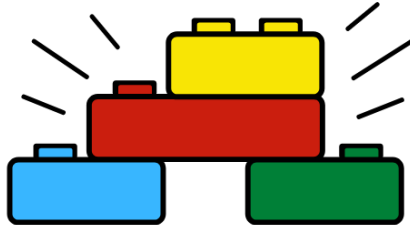


# BRIGHT **BLOCKS**

## PRESCHOOL



## VISITORS POLICY

At Bright Blocks Preschool, we believe that every child deserves the best possible start in life and the support that enables them to fulfil their potential. Our staff, volunteers, church community, parents and carers and anyone involved in our preschool community have an essential role to play in making it safe and secure. Our setting aims to create the safest environment within which every child has the opportunity to achieve their full potential and we take seriously our responsibility to promote the welfare of and safeguard all the children entrusted to our care.

**This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.**

Date written: February, 2022

Date of last update: November, 2023

Date agreed and ratified by Bright Blocks Preschool Directors: November, 2023

Date of next full review: November, 2024

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

# Key Contacts

	Name	Contact information
<b>Designated Safeguarding Lead (DSL) / Manager</b>	Elaine Nwokolo	07593 019 237 <a href="mailto:brightblockspreschool@gmail.com">brightblockspreschool@gmail.com</a>
<b>Deputy Designated Safeguarding Lead</b>	Hamilton Nwokolo	07957 742 448 <a href="mailto:brightblockspreschool@gmail.com">brightblockspreschool@gmail.com</a>

Bright Blocks Preschool happily welcome visitors and operates an open-door policy. 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.

Preschool Manager, Elaine Nwokolo – or in their absence, the deputy manager (have the authority to determine which visits are to be permitted.

Bright Blocks reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

All visitors should wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the nursery. The Preschool Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

Security on door and within the setting:

- Staff MUST check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorized persons to collect must be checked within children's personal folders.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Professionals and regular visitors must have submitted their DBS number and the date validity must be checked.
- Visitors must always be accompanied by a member of staff while in the premises.

- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The nursery will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.