

## **Supervision of Visitors Policy**

This policy has been written for Braunston Preschool CIO to ensure the safety of the children and team when visitors are on the premises. All visitors must prove their identity before gaining access to the building. They will need to sign in and out of the building using the visitors sign in book and will have to wear a badge indicating who they are.

Visitors may be a variety of different people that come into the setting with various purposes, whether it is to support or educate the children, parents or stay and plays. We will ensure that there is always someone supervising the visitor, regardless of who they are. For this reason, wherever possible visitors will book in advance to ensure we have enough team to escort them.

Every visitor is informed of our relevant policies and procedures when they arrive, such as fire safety and mobile phone. Their mobile and electronic devices will need to be signed in and stored as indicated in the mobile phone policy.

