

## **Supervision of Visitors Procedure**

- When a visitor arrives staff will ask for proof of their identity.
- Staff will ensure that the door is locked after the visitor has been let in and out of the building.
- The visitor will sign in to the visitor's book and read the relevant policies and procedures.
- The visitor will be asked to follow the procedure for electronic devices – all devices have to be stored in the office
- The staff member will ensure the visitor is aware of the fire escapes and what to do in the event of a fire.
- The visitor will be escorted by a member of staff during their visit.
- The visitor will never be left unsupervised or left alone with the children.
- Everyone who has access to the setting, including parents is reminded not to hold the door open for anyone, regardless of whether or not they know the person. This way the staff can monitor who is entering the setting.
- The setting will not tolerate any unkind or hurtful behaviour from visitors, if this happens the police may be called.
- When it is time for the visitor to leave they will be asked to sign out, given back their electronic devices and let out of the building by a member of staff.

