



## Visitors Policy

### **Policy Statement:**

**St John's Renfield Church Playgroup wishes to ensure that the safety of the children as well as the staff remains a priority at all times regarding visitors.**

### **The following aspects will formulate the policy:**

- Only members of staff can open the door to known parents as well as visitors.
- Any visitors to playgroup can only gain access via the locked front door.
- The door will be kept locked at all times during the playgroup session and will be manned by a member of staff in the morning while the children arrive and when the children are leaving at the end of playgroup.
- When the children are in the outside area at the rear of the hall the gate will be kept bolted so that no one can gain access to the area without a member of staff granting entry
- Visitors will be asked the purpose of their visit and asked for ID before being allowed onto the premises. They will be asked to sign the sign-in sheet.
- The staff have the right to refuse entry to an individual, and must do so if they are uncertain as to the purpose of their visit.
- Visitors should be supervised at all times while in playgroup by a member of staff.
- No visitor will be left alone with the children or accompany children to the toilet.
- All staff members will be made aware of any visitors and the purpose of their visit.
- When visitors are leaving they will be escorted to the door by a member of staff.
- Under no circumstances is any visitor allowed to leave with a child unless they are the approved person who has authority from the child's parent to collect a child.

Nominated Playleader \_\_\_\_\_

Nominated committee member \_\_\_\_\_

Date of Adoption \_\_\_\_\_

Date of Review \_\_\_\_\_

