



Visitors and Security

At Waltham Pre-school we make sure any visitors to the setting are properly identified and supervised at all times.

All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parent/carers, other professionals e.g. local authority workers, maintenance workers, Ofsted inspectors, people in the community that may come to talk to the children e.g. librarians, contractors to complete work.

Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them.

Identity is checked of any visitors attending in a professional capacity e.g. Ofsted inspectors, speech and language therapists.

All visitors are informed of any relevant policies including the fire evacuation procedure and mobile phone, camera and other recording devices policy including use of smartwatches.

We give each visitor a visitor's lanyard to wear to identify themselves to staff and parents within the pre-school.

A member of staff must accompany visitors in the pre-school at all times while in the building or on site; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Head of School/manager.

All external doors must be kept secure at all times and external gates closed.

All internal doors and gates must be kept closed to ensure children are not able to leave the pre-school unattended; no child must leave with their parent who may be visiting unless staff are aware.

Staff, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not.

Staff within the pre-school should be the only people allowing external visitors and parents entry to the setting.

Pre-school staff will under no circumstances tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents. The police may be called in these circumstances.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.