



Telephone: 07935784567

Email: owletspreschool@outlook.com

Charity Number: 1030866



11. Visitors

11.1 Visitors Policy

Owlets Pre-school actively encourages parents and carers into the setting with a view to have a good parent/carer link. We do ask that an appointment is made so that staff are able to give their full attention to the visitor

All visitors will be required to:

- Sign in and out of the visitors book
- Wear an ID badge
- Read the Owlets Fire Drill Procedure, which is situated on the wall by the entrance

At no point throughout their visit will they be left unattended with the children during the session. However, this is unless your child is working with any SEND person and only then when written consent has been given by a parent/carer.

Any persons carrying mobile phones must leave them in the kitchen in the secure box (as per Owlets Social Networking and Safeguarding Policy)

This policy was adopted by

Date

Date to be reviewed

Name of signatory

Role of signatory

Signed on behalf of the Management Committee

Owlets Pre-School

July 2020

July 2021

Donna Lawton

Chairperson

A handwritten signature in black ink, appearing to read 'Donna Lawton', written over a horizontal line.



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11. Visitors

11.2 Open Door

The 'Open Door' policy does NOT mean our door will always be unlocked. It means that parents and carers are always welcome to call to see how their child is at any time during the session. New children can pop in to familiarise themselves with the setting before they join us. We also encourage professional bodies working with children to visit our setting, providing that if they require a conversation with a child's key person they make an appointment. This is to enable staff ratios to be maintained.

- We understand that the transition to Pre-school is sometimes not only difficult for the child but also for the parent. You are welcome to observe your child at any time throughout the session during their transition period. We ask that you remain unobtrusive and unobserved to both the children and the staff so there is minimal disruption to the daily running of the session.
- When visiting, the child will have access to all activities and resources set out within the setting (parental supervision is required)
- If parents are visiting with their child, they must remember that they are responsible for their own child when on the premises
- Parents can request additional visits
- When settling a new child after the initial settling in period, staff will work with the parents/carers to ensure the transition is smooth
- If parents leave a distressed child feedback via telephone will always be given within an hour to reassure the parent
- If at any time during your child's attendance you require a meeting with your child's key person or member of management, we are happy to accommodate this. We request you make an appointment if possible to ensure staff ratios are maintained or approach a member of staff after the session.

The children's safety and wellbeing is always our number one priority, so children are always supervised and safety procedures are followed to prevent anyone from entering the setting without the correct checks

This policy was adopted by

Owlets Pre-School

Date

July 2020

Date to be reviewed

July 2021

Name of signatory

Donna Lawton

Role of signatory

Chairperson

Signed on behalf of the Management Committee



Handwritten signature of Donna Lawton in cursive script.