



RAINBOW PRE-SCHOOL

Established 1979

Registered Charity No: 1026005

BAPTIST CHURCH HALL

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

Supervision of visitor's policy

Policy statement

We take all reasonable steps to ensure the safety of children in our care. This includes making sure any visitors to the preschool are properly identified and supervised at all times. All visitors must sign the visitors' book on arrival and departure.

Visitors may include prospective parents, other professionals e.g., local authority workers, Ofsted inspectors, people in the community that may come to talk to the children (e.g., dentists, fire service etc.), contractors to complete work, deliveries etc.

Procedures

- Where applicable, we ask visitors to book in advance, so arrangements can be made to accompany them e.g., prospective parents, early years professionals, contractors etc. The 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 safety procedures and the mobile phone and device use policy, including the use of smartwatches and other devices capable of recording or sharing audio and/ or images, e.g. smart (camera) glasses.
- We give each visitor a visitor's badge to wear to identify themselves to staff and parents within the preschool. A member of staff must accompany visitors in the preschool at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager

Security of premises

- All external doors must be kept locked 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 preschool unattended
- Other building users, parents, visitors and students are reminded not to hold doors open or allow entry to any person, whether they know this person or not.

The preschool 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.