

VISITORS POLICY

1. Visitors or volunteers will be asked to sign the visitor's book, and read the declaration, so that the setting is aware of all people on the premises in respect of emergencies i.e. fire..
2. Visitors will be asked to wear overshoes to respect the no outdoor footwear policy.
3. At no time must visitors or volunteers be left on their own with children, they must be supervised by a member of staff continually.
4. When leaving the setting all visitors/volunteers must sign out indicating they have left the premises.
5. Member of staff must sign out the visitor to confirm that they have left the premises.