**Rainbow Pre-school Playgroup**

**The Safeguarding and General Welfare Requirement:**

**Safeguarding Children**

Providers must take all necessary steps to keep children safe and well.

 **Preschool Visitors Policy**

**General Duty of care,**

Rainbow preschool is responsible for the safety and security of all the children in its care. Preschool staff is to remain aware of the potential dangers posed by an unregulated visitor system.

Therefore, it is vital that staff adhere to the rules and procedures detailed below at all times. The preschool also has a duty of care to all other persons who may visit the preschool.

Therefore, strict control and management of visiting persons is essential not only to protect them but also to protect preschool staff and children in their care.

**Visitor records**

It is rainbow preschool manager’s responsibility to maintain visitor records such as making sure visitors sign in when they enter and leave the premises. All records such as signing in books should be kept for no less than a year.

**Attempts to gain entry**

In the event of any person attempting to gain unauthorised access to the preschool premises the police are to be immediately informed and the preschool management to conclude an incident investigation.

Dependent upon the outcome of such an investigation Ofsted, the local authority social services or other bodies may need to be informed of the incident.

**Visitor Categories**

For the purpose of this policy, persons entering (or seeking to enter) the preschool are categorised into one of five groups.

**Children Attending Preschool & Parents Attending**

Children whose parents or guardians have contracted the preschool to provide childcare facilities and services.

Parents whose children attend the preschool using our facilities.

**Prospective parents**

Those parents or guardians viewing the premises with a view to or prior to child placement.

**Governmental & council officials**

Those persons with authority to enter the premises on official business.

**Third Party Contractors**

These persons have ‘bona fide’ business to conduct with the preschool or its employees.

This group would include maintenance staff (Mark), delivery vehicles and professional persons.

**Members of the public**

All other personnel visiting the site are included in this category.

Authority to control and manage visitors

The preschool visitor procedures include tables that detail those persons authorised to control and manage visitors to the preschool.

Any questions arising regarding the status of visitors to the preschool should be referred to preschool manager or head of committee.

**Escort Responsibility**

Where deemed necessary the preschool managers is given the responsibility of escorting visitors on site and are responsible to their safety and for ensuring that they vacate premises in the event of an evacuation or fire alarm.