



Berryarbor Pre-school
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Berryarbor
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Visitors Policy

Berryarbor Preschool happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

The Preschool Manager, **Susanna Hands** or in their absence, the deputy manager **Lynne Parkinson** have the authority to determine which visits are to be permitted.

Berryarbor Preschool reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity.

In instances where parents are separated, both custodial and non-custodial parents have the right to visit the Preschool, unless a court order is placed restricting such contact or accessibility.

All visitors should wear a lanyard to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the preschool. The Preschool Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

Security on door and within the setting

- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection and authorised persons to collect must be checked within children's personal folders.
- Visitors to the setting must be signed in and recorded in the visitor's book and wear a visitor's lanyard.
- Professionals and regular visitors must show their I.D. validated and signed in.
- Visitors must always be accompanied by a member of staff while in the premises.
- Parents, students, or visitors are reminded not to allow entry to any person, whether they know this person or not.
- The preschool will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

This policy was adopted at a meeting of Berryarbor Preschool held on 06/06/2007
This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....