**VISITORS TO THE PRE-SCHOOL**

It has been agreed that without exception ALL visitors will be required to provide identification of their name, organisation and reason for their visit before being allowed into the pre-school. This will be applied whether or not the visitor is expected.

All expected visitors’ details including their name, organisation and time of arrival will be entered into a daily diary.

The validity of any unexplained visitors will be assessed by the pre-school manager and access determined.

Again, without exception, ALL visitors who have provided the required information will be required to sign the visitors book when they arrive and leave.

No adult will be allowed unsupervised access to any child within the pre-school unless they are a DBS checked member of staff or volunteer.

A member of staff will ensure that the front door is locked after anyone comes in or out of the setting to make certain that both children and staff remain safe.

This policy was adopted at a meeting of the Busy Bees Pre-school Committee on 2 May 2014.

Reviewed: 3 September 2019

Signed on behalf of Busy Bees Pre-school Sally Evans (Chair)