

EXPLORERS POLICY AND PROCEDURES

Name	Visitors
No. of pages	1

Visitors to Explorers Pre-School when children are in the setting must report their arrival to the staff in St Nicholas Primary School reception, who will ask them to sign in. The reception staff will then either:

- contact the Explorers mobile to advise of the visitor. A member of staff from Explorers will then meet the visitor in reception to escort them to the Explorers building.

or

- If the mobile is not answered, or if there is not a staff member from Explorers available to leave the setting, a member of the reception staff will escort the visitor to Explorers and remain with the visitor until they are admitted to the setting.

Once in the Explorers building, the visitor will be asked to sign in the Explorers visitor book.

When the visitor leaves the setting, they will be asked to sign out of the Explorers' visitor book. They will then be escorted back to the school reception where they will sign out of the school visitor book.

The visitor will not, at any point, be left with any children on their own.

This policy was adopted at an Explorers committee meeting held on

Date: 15/07/2022

Approved by:

Kelly Groves – Chair Person

Anna Swinburn - Supervisor