



Bizzy Bees Pre-School CIO
Memorial Hall Bedford Road
Wootton
Bedford
MK43 9JB

Tel: 01234 767785

Website: www.bizzybeespreschool.org

Email: bizzybeespre_school@btconnect.com

Charity Number: 1172751

Ofsted: EY556019

12.5 Visitors policy

Policy statement

Bizzy Bees Pre-School CIO welcomes visitors and operates an open door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The Pre-School manager, (or the Deputy Manager) has the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature of and extent of such visits. In exercising their discretion, the Manager will consider the purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children. Bizzy Bees Pre-School reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed, for example by means of a phone call to a professional body or company. In instances where parents are separated both custodial and non-custodial parents have rights to visit the pre-school unless a court order exists restricting such contact.

All visitors must sign the 'Signing in Book' on arrival and departure. The fire procedures are printed on the signing in book for visitors to read. All visitors should wear a visitor's badge to identify themselves to staff and parents within the pre-school. A member of staff must accompany visitors in the pre-school at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the manager.

Procedures

Gates

- The Gates are locked when the children are in the pre-school and only opened during drop-off and pick-up times.
- The gates are padlocked and the keys are kept inside the Pre-School by one of the exits.

Entrance Door

- All visitors are directed to the main front door
- We have a bell on the door which notifies the Pre-School that there is a visitor.

Visitors Signing in Book

- All Visitors sign in and out and complete all parts of the Visitors' Book
- Unexpected or unknown visitors may be asked to make an appointment at another time
- Unknown visitors may be asked to produce some form of Photographic ID to gain entry to the nursery
- Visitors Badges are allocated to ALL visitors

Visits by prospective parents

- Parents give their name, and child's name
- Appointments are made for 'Show Around' although spontaneous ones are given in line with our open door policy.
- Bizzy Bees Pre-School reserves the right to refuse entry to any persons for any reason whatsoever should they have any cause for concern or suspicion with regard to their reason for the visit.



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Visits by other people

- Enquiries from any other Visitors may need to be authenticated prior to entering the nursery.
- Any offer of outside activities e.g. Musicians, Theatre Companies or Displays e.g. Books or Zoo Animals etc., are stringently checked and full references obtained prior to any appointment being made
- Prospective employees are required to complete a Staff Application Form and may be asked to bring with them photographic ID when they attend for their first Interview.

All Visitors

- Visitor Appointments are included in the Weekly Diary so staff are aware of who is expected on the premises.
- Appointments for authenticated Visitors e.g. Tradesmen, outside Agencies, the L.A., other Settings etc. are recorded in the Nursery Diary, together with details of their reason for visiting.
- Visitors are accompanied at all times when on the nursery premises and NEVER left alone with a child

Mobile Phones

In support of our Safeguarding Policy all Visitors are prompted by a displayed Notice informing them that Mobile Phones and Cameras may not be used by visitors without the express permission of the Management Team. Visitors will politely be asked to place their mobile phones in a designated phone box in the office.

Legal framework

- Early Years Foundation Stage (Df.E 2014) Statutory Framework – Setting the standards for learning, development and care for children from birth to five
- The Statutory Framework for the Early Years Foundation Stage Section 3 – The Safeguarding and Welfare Requirements
- Working Together to Safeguard Children (revised 2006)