



VISITOR POLICY

Last Reviewed:
Sept 2024

Next Review Date:
Sept 2025

1. On Arrival verify id (if Ofsted call to verify Inspectors ID number)
2. Confirm who they are visiting
3. Ask them to sign in and explain/show procedures for the use of mobile phones and emergency evacuation both fire and lockdown
4. State who our DSL's are on the premises at the time of their visit
5. Visitors are not to be left unattended at any time during their visit
6. Show them our visitors toilets they are able to use

Intruder

An intruder is an individual who has not followed the visitor procedures and has no legitimate business to be in the setting, he or she may or may not be a hazard to the setting.

1. Ask the intruder their name and purpose of being here.
2. Identify any risk posed by the intruder and act immediately
3. If no risk posed ask the intruder to follow the visitors procedure
4. Inform the Manager or Deputy so they can take necessary action to safeguard the children.
5. If there are concerns for the safety of children, staff follow the lockdown policy and call 999.
6. DSL to inform designated officer at first opportunity
7. In the case of a serious breach where actual threat to the safety of the children, staff the management team completes the confidential safeguarding incident report form. The Trust is informed.

Signed By Chair of Harpsden Woodland Pre-School:

Dated:

21st September 2024

Manager of Harpsden Woodland Pre-School:

Dated:

21st September 2025