

Wanborough Playgroup

Registered Charity Number 1026150

Ofsted Registration Number: 109096



Village Hall, High Street, Wanborough, Swindon. SN4 0AD

Telephone Number: 790428

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Visitors Policy

Policy statement

Visitors to playgroup can be categorised in various groups and must be treated differently in line with security arrangements. The safety of our children remains paramount and visitors will be treated accordingly.

Procedures

- Parent and Child on first visit – this must be pre-arranged and logged in the diary. The parent must be escorted at all times when on the premises and use the main door. They should identify themselves on arrival and the diary checked accordingly, and asked to sign the “Visitors Sign In Register”.
- Parent and Child on settling in visit – this must be pre-arranged and logged in the diary. They should use the back door and be registered in as any other child. The parent will be asked to sign the “Visitors Sign In Register”. They should be welcomed by a member of staff and at the earliest convenient point be introduced to the workings of playgroup by the Supervisor of the day.
- Pre-arranged Visits – these should be logged in the diary and on opening the door, with the security chain in place. The visitor should show the correct identification before being allowed entry. If the staff member opening the door is unsure they should explain so and check with the supervisor before opening the door fully. The visitor must be escorted at all times whilst on the premises and will sign in and out in the “Visitors Sign In Register”.
- Ad-hoc visitors on Playgroup business will only be allowed entry after stating their business and with the agreement of the Supervisor (they will be asked to sign the “Visitors Sign In Register”. Identification will be asked for and if there is any doubt they will be asked to make a formal appointment so further security checks can be made.
- Ad-hoc visitors on village hall business, when allowed in, will be escorted at all times and will not be left on the premises with children at any time.
- Social visitors to Playgroup will not be admitted to the premises when there are children present.
- Visitors will be requested to comply with our “Social Networking, Mobile Phone, Computers, Phones, Cameras and Electronic Communications Policy

This policy was adopted at a meeting of	Wanborough Playgroup
Held on	10 th March 2008
Reviewed on	5 th March 2009
Name of signatory	Sarah Kennedy
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	31 st March 2014
Name of signatory	Ali Petherbridge
Role of signatory (e.g. chair/owner)	Chairperson
Reviewed at a meeting of	Wanborough Playgroup Committee
Held on	1 st December 2014
Signed on behalf of the management committee	
Name of signatory	Jo Galt
Role of signatory (e.g. chair/owner)	Chairperson