



1.7 Visitors to the Setting

Parkroyal Pre-school happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption and we would advise visitors to book in advance to ensure a suitable member of staff is available.

We reserve the right to refuse entry to any person, if we have reasonable doubt of their identity. In instances where parents are separated, both custodial and non-custodial parents have the right to visit the Pre-school, unless a court order is placed restricting such contact or accessibility.

All visitors should be brought to the attention of the team on the floor. Visitors must always be accompanied by a member of staff whilst within the pre-school. The visitor will be advised of the fire exits and advised if any fire drills are planned for that day.

Security on door and within the setting

- Visitors will only be admitted with the approval of a senior member of staff.
- Staff **MUST** check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Passwords for collection of children by any adult unknown to the staff member must be checked before a child is released.
- Visitors to the setting must be recorded and signed into the visitor's book.
- Visitors must be accompanied by a member of staff whilst on the premises.
- The pre-school will not, under any circumstance, tolerate any form of harassment from third parties, including visitors, towards others. This includes children, staff members and parents.

During the COVID-19 pandemic all handovers will be completed at the gate. All children will be given drop off and collection times to ensure social distancing can be followed. **Parents / carers or visitors are currently not permitted to enter the premises unless authorised to do so by the Pre-school Manager.** Anyone that is authorised to enter the setting will be required to complete a COVID-19 questionnaire. Anyone refusing to comply with the Government guidelines will be asked to leave the premises immediately.

Handout to visitors

Whilst we welcome visitors to our setting, we would ask that you adhere to some guidelines to ensure the safety of the children in our care.

- Please ensure that all mobile phones and devices are securely stored in the office or switched off on entry to the setting. This includes smart watches.

Safeguarding and Welfare Requirement: Child Protection

This is to ensure that children are not recorded. This is a safety measure for yourselves as much as it is for the children.

- For professionals visiting the setting to see an individual child please discuss with the supervisor if you need to use an electronic device.
- Please do not take photographs. Whilst we understand that parents would like to make a record of their child's first visit, you may accidentally include a child whose parents have expressly requested that their child is not photographed. We will record their visit on their tapestry account for you.
- Please remain with the member of staff at all times.
- In the event of an evacuation of the building, please remain with the member of staff allocated to you. They will guide you through our evacuation procedure.

Guidance during Coronavirus pandemic

- Please complete the short questionnaire with a member of staff upon arrival.
- Masks and other protective equipment is optional.
- Our staff team will not be wearing masks.
- All staff members are undertaking twice weekly lateral flow tests.
- All staff are now double vaccinated.
- Please wash your hands on arrival. There are several hand sanitising stations around the room for your convenience.

COVID-19 Questionnaire

To ensure the Safety & Health of Practitioners, Parents/Carers and Children please complete this declaration form prior to arrival/entering the setting.

If you indicate to me that you have symptoms of COVID-19, you are prohibited from entering the premises and advised to seek professional medical advice.

Safeguarding and Welfare Requirement: Child Protection

Question	Answer
Are you or anyone in your household suffering any flu like symptoms and possible symptoms of coronavirus COVID-19?	Yes/No
Are you or anyone in your household experiencing symptoms of COVID-19? • a new and persistent cough • fever like/high temperature symptoms? • Loss of taste and/or smell	Yes/No
Have you been in contact with anyone in the past 14 days who has had any of the above symptoms or had a positive COVID-19 test result?	Yes/No
Did you/members of your household consult a Doctor or other medical practitioner in the last 14 days regarding COVID-19?	Yes/No
Have you or any household members been contacted by Test and Trace and asked to self-isolate within the last 14 days?	Yes/No
Have you or any household members returned from an area where the governments have advised against non-essential travel in last 14 days?	Yes/No

NOTE: please adhere to standard infection control measures, i.e. hand sanitising, general coughing/sneezing etiquette and adhering to 2m social distancing from others, where possible.

Name:

Signature:

Contact Number:

Date