

 Killorglin Community Childcare Centre CLG			<b>VISITORS ON SITE POLICY</b>		
POLICY NO.:	GP No. 31	REV. NO.:	3	REV. DATE:	01.04.2025

  

PREPARED BY: <u>Rachel O'Sam</u> Centre Manager	Date: 30/3/25
APPROVED BY: <u>Glan Scaly Doyle</u> Board of Directors	Date: 15/5/25

### Policy Statement:

Scamps and Scholars Childcare Centre aims to ensure the safety of all at our centre. Central to this endeavor is to ensure that all visitors to the centre are monitored, registered and where necessary accompanied. In so doing, we also aim to provide a warm and welcoming experience for all visitors with legitimate business.

This policy is underpinned by the Child Care Act 1991 (Early Years Services) Regulations 2016 and aims to inform Management and staff of the steps to follow when dealing with visitors and allowing access to the centre.

### Procedure:

- It is the policy of Scamps and Scholars Childcare Centre to give a warm welcome to visitors with legitimate business at the centre, while ensuring that no unauthorized person gains access.
- Entry to the centre is operated by a magnetic lock door release system.
- Only Scamps and Scholars Childcare staff members are permitted to use the door entry system.
- Parents, visitors and staff must not allow people to enter the building behind them.
- All people accessing the building must do so via the main entrance only with this door management system in place.
- It is the responsibility of the Manager, Deputy Manager or person in charge to approve entry of any visitor to the centre.
- During Covid-19 Restrictions or other pandemic all visitors must wear a mask for the full duration of their time at the centre.
- During Covid 19 restrictions or other pandemic, all visitors must observe social distancing and should be advised by Management of the special regulations in place for the safety of all.

- Visitors must ring the doorbell at the main entrance to alert management/members of staff of their arrival.
- Only designated members of staff are permitted to allow access to visitors.
- All visitors must sign in and identify the purpose of their visit, proof of identification may be required by the visitor.
- The sign-in book needs the following information: - date, name, time of entry/departure to/from the centre.
- During Covid-19 restrictions or other pandemic, a phone number is required for the purpose of Contact Tracing if applicable.
- All visitors to the centre may be accompanied by a member of staff.
- At the conclusion of the visit, a member of staff should oversee the visitor signing out and should accompany him/her off the premises.