

POLICY NO.69 Visitors on site Policy

REV: 01 REV. DATE: 16.08.2021

Policy Statement

Scamps & Scholars Childcare aims to ensure the safety of all at our centre. Central to this endeavour 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 Child Care Act 1991 (Early Years Services) Regulations 2016 and aims to inform Management and Educators/staff of the steps to follow when dealing with visitors and allowing access to the centre. Procedures

- It is the policy of Scamps & Scholars Childcare to give a warm welcome to visitors with legitimate business at the centre, while ensuring that no unauthorised person gains access.
- Entry to the centre is operated by a magnetic lock door release system.
- Only Scamps & Scholars Childcare staff members are permitted to use the door entry system.
- Parents and staff must not allow people enter the building behind them.
- All persons 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 or Deputy Manger or person in charge to approve entry of any visitor to the centre.
- During Covid-19 Restrictions all visitors must wear a mask for the full duration of their time at the centre.
- They 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 to the crèche and signature.
- During Covid-19 restrictions, a phone number is required for the purpose of Contact Tracing.
- 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.

APPROVAL DATE: _____

IMPLEMENTATION DATE: _____

SIGNED: _____
(On behalf of the Board of Directors)