



Ballygawley Early Years Playgroup

Visitor Policy

At Ballygawley Early Years we ensure policies and procedures are in place to ensure the safety of the children, as well as all employees, when we have visitors' onsite.

Our aim is to welcome visitors into our setting to see and share their work and the work we are doing with the children, whilst ensuring that we do not compromise the safety of the children and employees. Some of these may include:

- Students, staff from feeder schools and professionals from outside agencies offering support to children or employees. Regard would be taken to ensure staff availability if needed and minimum disruption to the education and welfare of the children.
- Early Years Advisors, Social services, etc for inspections or offering support to staff or the children.

Notice should be given prior to visitors attending the setting to ensure staff to child ratio is correct at all times, staff are prepared and that the children have adequate time to be aware of changes to the daily routine.

Procedures:

Any visitor to the setting can only gain access through the front door which would only be opened by a member of staff. Visitors will be asked for their purpose of visit or whom they are coming to see and provide identification. This identification should be validated. If a member of staff is unsure they will contact the company/organisation they represent by telephone to confirm their visit. If validation is unsuccessful they will be asked to leave immediately, if visitor refuses the police will be called and the incident will be recorded in the incident book.

After validation of identification the visitor will gain entry into the hall of the setting. They will then be asked to sign in and complete the visitor's book which is kept on the notice board beside the door into the main playroom. The following information will be logged:

- Date
- Time In
- Time Out
- Name of Visitor
- Reason for visit

During their visit, visitors will be asked to:

- Place all personal belongings into the office, including mobile phones.
- Either be accompanied by an employee or remain clearly visible to a member



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of staff at all times whilst they are on the premises depending upon their purpose of visit.

- Advise a member of staff if they require the toilet so that a member of staff can check that no children are in the toilet areas and to be shown the adult toilet facilities.
- Anyone leaving the setting will be checked and locked out by a member of staff.
- Any visitor considered being under the influence of alcohol or drugs will be asked to leave the premises immediately and escorted off site.

This policy was adapted at a meeting of our playgroup held on the 30th May 2023

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was reviewed by the Ballygawley Early Years Management Committee on:

Date: 07/05/2024

Signed:

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(on behalf of the Management Committee)

Name and Position: Caroline Buchanan, Chairperson

Reviewed on:

Date: Signed:.....

Position:.....

Date: Signed:.....

Position:.....

Date: Signed:.....

Position:.....

This policy links with the following policies;



Ballygawley Early Years Playgroup

- Safeguarding Children and Child Protection policy
- Security policy
- Unwanted Adult Visitor policy
- Management of the Risks Associated with the Care of Individual Service Users policy
- Student and volunteer policy