



Little Cherries

Visitors policy & procedures

Little Cherries welcomes parents, professionals and other visitors to our group. However, the security of the children is our priority. We recognise the importance of ensuring that visitors to Little Cherries are suitably authorised to do so.

Whenever possible, visitors should make an appointment to visit the group. We welcome prospective parents and children to visit Little Cherries by appointment in advance.

Visitors to the group

- Visitors to Little Cherries (including visiting parents & children of those visitors) are signed into our visitors' log sheet, giving their name, date, time of arrival, reason for their visit and time of departure. They are also required to wear a visitors badge. Our daily attendance board is immediately updated.
- We request proof of identity for all unknown contractors, business and professional visitors; for example, company identification badge, drivers licence.
- Occasionally, visitors are brought into Little Cherries via the school office – accompanied by school staff. We will check that these visitors have been signed into the school and are wearing appropriate identification. If not, they will be signed into Little Cherries using the above procedures.
- Parents enquiring about the group will be given information about Little Cherries and asked to make an appointment to visit.
- All visitors to the group are asked to turn off their mobile phones.

Visitors will be asked if their bags contain items that are potentially harmful to children, for example, medication, cigarette lighters, sharp objects and may be asked to remove such items and place them in the office. Little Cherries will remind visitors that it cannot be held responsible for such items left in the office.

This policy was adopted at a meeting of Little Cherries

Held on : 4TH July 2017

Date to be reviewed: July 2018

Signed of behalf of the management committee:.....

Name of signatory: Jennie Peacock

Role of Signatory: Chair person