****

**Visitor Sign in Policy**

All visitors must sign the Visitors’ Sign in Form on arrival and departure. If a visitor is at the setting for more than an hour, the Childcare Manager must point out fire procedures. All visitors should wear a visitor’s badge to identify themselves to staff and parents within the setting. A member of staff must accompany visitors in the setting at all times while in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Childcare Manager.

**Procedure for Visitors**

The entrance door must never be opened by another Parent/Carer or Visitor.

On answering the door staff must:

1. Open the door and greet the visitor – ask the visitor to supply their name/and business and the reason for the visit/who they wish to see. Unless it is a parent enquiring about the nursery, all other visitors should be asked for proof of identity.

2. Unless the person is known to the setting or has a confirmed appointment, the visitor should be asked to wait at the door until the staff member has confirmed with the Childcare Manager that the visitor can be allowed to enter the main area of use.

3. Inform the visitor of our mobile phone policy.

4. Visitors must then sign in using the visitor sign in form, documenting their time of arrival and be issued a Visitor’s badge which must be worn for the duration of their visit.

5. Ask the visitor to wait in the reception area – do not allow the visitor into the main area of use at the setting

6. Inform the Childcare Manager/Childcare Deputy if not already done so and they will then deal with the visit.

7. The visitor must sign out at the end of the visit recording their time of departure and hand back the visitors badge.

**This Policy was approved by the Innov8 Sportz C.I.C Board on 11 November 2013 and again in August 2015 and is due for further review August 2016. Reviewed September 2016 due for further review September 2017. Signed:**