

Visitor and Supervision Policy



Burton Pre-School Playgroup have a clear commitment to safeguarding children and promoting welfare.

Visitors

All visitors must sign the Visitor's Book on arrival and departure. There is a locker for visitors to put their personal belongings in to ensure they are safe and secure. If a visitor is likely to be more than an hour in the playgroup the owners or manager must point out fire procedures. A member of staff must accompany visitors in the playgroup at all times when in the building. The owners and manager must ensure all visitors and contractors accessing the playgroup whilst children are present are CRB checked where appropriate and not left alone in any area that children may use.

Supervision

We provide a high ratio to ensure that children are adequately supervised to guarantee care of a high quality.

- Whether children are in or out of the building they must be supervised at all times.
- Staff are aware that children can drown in only a few centimetres of water.
- Special care should be taken when children are using apparatus e.g. climbing frame, going up and down steps.
- A member of staff must supervise large outdoor play equipment at all times.
- When outdoors, staff must be aware of bushes, shrubs and plants.
- Children must be carefully supervised when using scissors.

Security

- No child should be given into the care of any person we DO NOT know. If in doubt check the person's identity by ringing the child's parent/guardian or the emergency contact number. Information must be passed on to all staff and recorded if it specifies whom can/cannot collect a child.
- Parents/guardians must inform the playgroup if an unrecognised person will be collecting their child and a password system will be used.
- Staff must check the identity of any visitors they do not recognise before allowing them into the playgroup. Visitors to the playgroup must be recorded in the visitor book and accompanied by a member of staff at all times when in the building.
- All external gates must be kept shut at all times.

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Intruder Policy

In the event of an unidentified visitor entering the premises, indoors and outdoors, staff must immediately ask in a polite and respectful manner if they can help in any way and accompany them to the office.

If the visitor presents intimidating or threatening behaviour and the staff member feels uncomfortable with the situation and the visitor does not immediately and willingly oblige in accompanying them to the office, they must use an agreed code to request for another member of staff to get assistance from the office and gather children in a calm and collective manner and take them away from the situation. This must be done in a manner not to cause alarm to the children or potentially disconcert the intruder.

The children must be gathered in an area of safety, if this does not put the children at risk. In the event of an extreme incident whereby the staff feel that the children should be removed from the building they will be taken into the school hall within Burton C of E Primary School.

The welfare and safety of the children and staff are paramount at all times. Any action taken would be to safeguard all children and not increase potential risk.