



## Procedure for All Visitors to the Setting

Parents, Volunteers, work experience students, Committee Members and any other visitors to the setting are required to adhere to these procedures and to sign to confirm that they have read and understood them.

- Understand that they cannot be left unsupervised with children and are not able to accompany them to the toilet
- Understand that mobile phones must be stored in the designated area and must not be used in areas where children are present
- Cameras must not be used
- Will not discuss anything that they see or hear regarding children and their families in or outside of the setting, including disclosing names/actions of children to other parents
- If social networking sites are used, no photographs of staff, committee members or children should be posted without their consent and any disrespectful comments may be seen as libellous (see also Communication, Mobile phones and Social Networking Policy)
- Visitors to the setting will be asked to confirm their identity and show ID where appropriate before entering the premises. They will be asked to sign the Visitors Book and added to the register, recording their arrival and departure time

At the same time, we expect that all visitors to the setting respect the confidentiality of the staff and their personal lives.

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

June 2021

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

June 2023