**Visitor Policy**

Munchkins Kindergarten Ltd will ensure that names of all visitors on site are recorded for emergency, insurance and registration purposes.

* All visitors are valued for whatever reason, but the children are our priority and must come first.
* All visitors will be welcomed and their enquiries dealt with as soon as possible.
* Children and parents are welcome to visit us prior to joining the setting.
* No visitor will be left alone with children or accompany children to the toilet.
* Whenever possible visitors should make an appointment to visit the setting.
* Visitors will be requested to sign in and out of the premises, giving their reason for the visit.
* The fire evacuation procedure and confidentiality policy will be explained to all visitors upon entry to the premises.

**If a visitor calls unannounced;**

* Ask for identification, who they wish to see and request the purpose of their visit.
* Show them to a comfortable area, where they can wait until someone is free to speak to them.
* Explain that the setting is busy and they may have to wait until a staff member is free to deal with them. Give the option of waiting or making an appointment.
* In all cases, ensure that the visitor’s book has been signed and procedures explained.

**NB: The setting/staff have the right to refuse entry to an individual if they are uncertain as to the purpose of their visit.**

*This policy has been adopted by Munchkins Kindergarten Ltd*

*Signed on behalf of the setting by:*

**

*Owner*

Review Date: January 2023