**Visitor Policy**

We recognize that the quality and variety of work which goes on in a Preschool makes it an ideal place for visitors from places of work, school and college or childcare courses.  Other visitors may include professionals such as health visitors, speech or language therapists, Ofsted, Early Years advisors, children centre staff and so on.

All visitors need to sign and date the visitor’s book upon their arrival and departure.

The needs of the children are paramount.  Visitors will not be admitted in numbers, which could hinder the essential work of the Preschool.

Visitors must be made aware of the Fire procedure, Child Protection, Confidentiality and Health and Safety Policy.

Any information gained by the visitors about the children, families or other adults in the Preschool must remain confidential.