



Lavenham Pre-School  
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## **Visitor Policy**

### **Aims**

This policy has been put into place to ensure the safety of the children, as well as that of the staff, remains a priority at all times when visitors are on site. We aim to maintain a high level of safety and comfort for children at Lavenham Pre-school. When receiving visitors, we aim to protect the security and safety of children and adults and to minimise any disruption.

### **Procedure**

- All visitors to Lavenham Pre-School must approach and enter the Pre-school through the main door.
- At all times, members of staff must be cautious and alert when answering the door. If staff feel afraid or unsettled by a caller to the Pre-school or unsure of a caller's behaviour, they must refuse entry, closing and locking the door, ensuring all other entrances are monitored until locked and call for the Manager and/or Police assistance.
- Visitors must state what the purpose of their visit is or whom they are coming to see and provide identification if required. The identity of any unknown or unannounced visitors must be checked before they are permitted to enter the setting. The Pre-school has the right to refuse entry.
- If an unexpected visitor has no suitable reason to be on the premises they will be asked to leave immediately and escorted from the premises. If the visitor repeatedly refuses to leave, the police will be telephoned immediately. A record will be made of any such incidents and the Trustees and Ofsted will be informed.
- No one should be allowed into the premises if they are shouting, insulting, angry or appear to be under the influence of alcohol/drugs.
- Visitors must sign the visitors' book with the date, their name, time of arrival and departure and the purpose of the visit.

- During the visit visitors will be asked to store their personal belongings safely in the staff room and that their mobile phone is locked away.
- Visitors must never be left alone with the children.
- Where possible visits should be made by appointment in advance, giving the staff the opportunity to prepare.

This policy was adopted by

Lavenham Preschool

*(name of provider)*

On

January 2025

*(date)*

Date to be reviewed

January 2026

*(date)*

Signed on behalf of the provider



Name of signatory

Roy Mawford

Role of signatory (e.g. chair, director or owner)

Chair of Trustees