

Visitors Policy

Bright Beginnings recognises its responsibility towards ensuring the health and safety of everyone who come directly or indirectly into contact with the Centre or the consequences of our activities. It is committed to providing as far as reasonably practicable a safe environment, for employees, Centre children and lawful visitors. This policy is important not only for security and health and safety reasons but also for the control and guidance of visitors on our premises.

Key Legislation

A) Health and Safety at Work Act etc. (HASAWA) 1974, Section 3 This act states we have a duty to ensure the health, safety and welfare of people who are not in our employment but who may be affected by the activities of our undertaking. This therefore includes centre children and visitors.

B) Management of Health and Safety at Work Regulations. These require that visitors are given appropriate information and instructions regarding relevant risks to their health and safety.

Definitions - for the purpose of this policy

Visitor - this may include parents/carers dropping off/collecting children, parent/carers involved in Bright Beginnings activities and/or personnel visiting Bright Beginnings for business reasons.

General Statement

Bright Beginnings is committed to providing as far as reasonably practicable a safe environment, for employees, Centre children and lawful visitors.

The Bright Beginnings General Manager has overall responsibility for children who attend the centre and visitors both within Bright Beginnings premises or involved in Bright Beginnings activities.

Any special arrangement required by Centre children / visitors must be ascertained before
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arrival and suitable adjustments made, where possible.

Bright Beginnings employees must take responsibility for Centre children and or visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Equipment must always be used safely and left in a safe condition. Activities must always be planned, in relation to health and safety, and risk assessments completed and appropriate control measures put in place. (see Risk Assessment Policy).

Visitors Procedure

All visitors must report to reception and sign the Visitor's Book on arrival and departure. When signing the visitor's book the visitor will be asked to read a code of conduct which highlights our expectations of them whilst they are within the Centre and/or on the grounds. Visitors will also be made aware of the centre's fire procedure and exits should the alarm sound.

All visitors will be provided with a visitor's badge upon signing in. This will provide identification to staff, parents and children within the Centre. A member of staff will accompany visitors in the centre at all times whilst in the building; at no time will a visitor be left alone with a child. Parents and authorised responsible adults are able to drop and collect children without being accompanied.

Health and Safety / Security

- Staff must check the identity of any visitors they do not recognise before allowing them into the Centre. Visitors to the Centre must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building.
- External Contractors must never be left alone with a child/children within the Centre
- The main external door can only be accessed via the door bell and a Centre Receptionist will release the door via a panel at the desk to let the visitor in. A vision mirror and camera screen is available to identify visitors prior to their entry.

All internal and external gates will be kept closed.

- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the Centre should be the only people allowing external visitors and parents entry to the building.
 - Visits will be booked, where possible, in advance so the Centre staff know when to expect
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them.

- Visitors must report all accidents or near miss incidents on Bright Beginnings premises / or when taking part in activities to a member of staff.
- Visitors must look after their own and others health and safety
- Visitors must comply with Bright Beginnings policies and procedures
- The Centre will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

This Policy was adopted on	5 th May 2017
Signed on behalf of the Centre	Angela Hynes
Date for review	5 th May 2018