

VISITOR POLICY/PROCEDURE

The safety of children and staff are of utmost importance at this difficult time. Whilst we are doing everything possible to ensure our staff and children are protected, visitors pose a risk and are discouraged where possible. If visits are necessary and cannot be conducted online i.e. 'virtually' a number of safety steps and procedures must be adhered to.

All visitors entering setting premises MUST have a booked appointment to do so. This will have been pre-arranged with the setting manager by email AT LEAST 24hrs prior to the visit.

If an appointment has not be pre-arranged, the visitor will be asked to leave the premises and email the setting manager to arrange a suitable time to return.

Having booked an appointment – the setting manager will have made sure the visitor is aware of the necessary health and safety procedures required to safely enter the setting under the current conditions - these will include distancing measures and the use of PPE equipment.

All visitors will be required to complete a declaration before entering the setting to enable the senior manager to determine if they pose any risk to children or staff.

Only when it is deemed safe to do so will the visitor be signed into the setting (on iPal) by the setting manager.

EXTRA PRECAUTIONS:

Whilst in the setting visitors will be asked to follow these additional Covid-19 guidelines:

- Wash/sanitise hands before and after entering the setting.
- Wear there own PPE.
- Avoid touching equipment/resources within the setting (including door handles – allow staff to open doors on your behalf).
- When coughing and sneezing cover mouth and nose with flexed elbow or tissue – throw tissue away immediately and wash your hands.
- Adhere to social distancing measures of 2m where possible.

Alongside these extra precautions, visitors will be reminded of the following:

Signing in/out:

All visitors must be signed in at the on iPal by the senior manager

Supervision:

Visitors must be supervised at all times whilst visiting the setting.

Safeguarding Children:

If you have a concern that a child has been harmed, is at risk of harm, or you receive a disclosure, please inform the setting manager and/or the senior safeguarding leads David James/Marc Sewell.

David James 077347 05559 / Marc Sewell 07814 389469 (info@s4yc.co.uk)

Health and Safety:

Your safety and wellbeing during your visit are important to us. We carry out risk assessments on a regular basis but, as a visitor, you have a legal duty of care for the health and safety of yourself and others.

Emergency:

In the event of an emergency our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the setting you will be escorted from the building to the assembly point using the nearest safe exit.

Phones:

We have a clear policy on the acceptable use of mobile phones and cameras in our setting. Visitors must not use their mobile phone – or any other device - to take photographs within the setting. This includes taking photographs of their own children.

Smoking:

Smoking is not permitted anywhere on the premises of S4YC, including outside play areas. This rule applies to everyone including staff, people collecting children or any other visitors

DECLARATION/VISITOR QUESTIONNAIRE:

The safety of our children, staff, families and visitors remain S4YC's overriding priority. As the coronavirus disease 2019 (COVID-19) lockdown guidance changes, S4YC are monitoring the situation closely and will periodically update company guidance based on current recommendations from the government. Only unavoidable/necessary visitors are permitted at any S4YC setting at this time.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our children, staff, families and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this setting. Thank you for your time.

Visitor's Name: Personal Phone Number:

Reason for Visit:

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SELF DECLARATION:

Please answer the following questions by circling Yes (Y) or No (N)

I have:

- 1) Tested positive for Covid-19 (Y / N)
- 2) Experience symptoms of Covid-19 (Y / N)
- 3) None of the above (Y / N)

If you have answer Yes to questions 1 or 2 please state when you tested positive or started to experience symptoms of Covid-19

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A member of my household (someone I have come into contact with) has:

- 4) Tested positive for Covid-19 (Y / N)
- 5) Experience symptoms of Covid-19 (Y / N)
- 6) None of the above (Y / N)

If you have answered Yes to questions 4 or 5 please state when a household member (or someone you have come into contact with) tested positive or started to experience symptoms of Covid-19

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Access to setting: approved / denied (please circle)

Signed (setting manager): Print name:

Date: