

Harrold Pre-School Policies



Visitor Policy

Harrold Pre-School welcomes all visitors. To ensure the safety of preschool children and staff members our procedure must be adhered to.

Procedure

Parent/carer stay and play

If a parent/carer wishes to stay for the duration of a session they must sign our visitors book with their name, date, time and reason for visit. Their name will also be recorded in the register during circle time. They must read and sign our Parent/Carer Helper Induction sheet, copy attached.

All visitors

- Visitors must show up-to-date ID.
- All visitors must sign our visitors book with their name, date, time and reason for visit.
- Visitors will be informed of our fire procedure and evacuation points.
- Visitors will be asked for a telephone number where a member of their family/friend may be contacted in the event of illness or accident.
- Mobile phones must be stored on the top shelf in the kitchen area and visitors are advised that if they need to use their phone they must do so off school grounds.
- Visitors must not be left alone with any children at any time.
- When the visitor is ready to leave they must sign out using our visitors book, their phone must be returned and they must be escorted off the premises by a member of staff.

PARENT/CARER HELPER INDUCTION

Week commencing:	Mon	Tue	Wed	Thur	Fri
<p>Action in the event of a fire:</p> <p>I have been shown all fire exits, where the children are to assemble, each staff members responsibility and have been advised that my duty is to leave the building as quickly as possible and stay with the children.</p>					
<p>Injury to children:</p> <p>I have been advised which members of staff are qualified first aiders and will not attempt to treat any children involved in an accident or injury.</p>					
<p>Child protection issues:</p> <p>I agree to leave my mobile phone in the designated area and not about my person, in accordance with Harrold Pre-School's mobile phone policy.</p> <p>I understand and agree that I am not allowed to accompany any children, including my own, to the toilet or be left alone with any child at any time during the session.</p>					
<p>Building security.</p> <p>It has been explained to me the importance of and how, the building and outside play area is made secure whilst the preschool is in session.</p>					
<p>Snack time.</p> <p>I have been shown where snack is kept, how and when snack is provided and been informed of any allergies the children may have.</p> <p>The importance of cleanliness/hygiene in the preparation of snack has been both expressed to me and understood by me.</p>					