



## Visitor Policy

**Date: November 2023**

**Review: November 2025**

### Policy intention

Since safety and security of the children are critically important, Finch Nest Preschool limits access to our facilities to those authorised to be on premises. This policy applies to people visiting the location, not individuals authorised to drop off and pick up and listed on the Registration Form signed by the parent/guardian.

### Procedure

- All visitors to our premises are either “unescorted” (by completing the Authorisation Process below) or “escorted” by an employee while in areas where children may be present. “Visitors” include everyone except parents/guardians, staff, licensors, and Enrichment Providers. Therapists, unpaid visitors providing an educational experience for children, and facilities vendors are considered visitors and are specifically addressed below.
- All visitors must sign in and out and obtain management approval before entering. All location specific protocols (such as obtaining an ID badge) should also be followed.
- Visitors, whether escorted or unescorted, may not:
  - be counted in ratio;
  - be alone with children (except therapists/professionals addressed below);
  - supervise children, or
  - be responsible for health and safety procedures.
- A therapist or other skilled professional must have the parent’s/guardian’s written authorization and valid identification to have access to a child, but does not require a background check.
- Unpaid visitors who provide an educational experience to children such as a public servant, client
- employee, librarian, or other member of the community, must have valid identification and must be escorted at all times, but does not require a background check.
- Facilities vendors without a background check must be escorted to their work area or when in an area where children may be present.
- Enrichment providers are required to have a background check regardless of whether they are
- paid by Finch Nest Preschool or families. These are professionals who are in the business of working with children.
- Social visitors for employees are not permitted in work areas. The visitors must wait in the lobby and either exit the premises with the employee or leave a message. Former employees terminated for cause may not visit. Former employees in good standing may visit subject to the same protocols above, including director/principal approval before entering.

### Unescorted Visitor Authorisation Process

Visitors may elect to go through the Authorisation Process below, at their own cost, if they wish to be on the premises unescorted.

1. To initiate the Authorisation Process, the visitor will complete and pay for a DBS check.
2. Finch Nest Preschool will approve or deny the authorisation based on the results of the following, as collected by the director/manager.

3. If authorisation is approved, the director/manager will update staff, make any necessary introductions and provide any relevant orientation

**Other useful policies:**

- Safeguarding Policy
- Child Protection Policy
- Acceptable Use Policy
- Emergency Evacuation Policy
- Health and Safety Policy
- Information and Records Policy
- Parent Partnership Policy
- Public Disclosure (Whistleblowing) Policy
- Safer Recruitment Policy
- CCTV Policy