**Busy Bodies Child Care Centre Ltd**

**Visitor’s Procedure**

Any visitor who comes to Busy Bodies i.e. a new parent, engineers or other childcare professionals, etc are asked to sign the visitors book which is found on the shelf in the main room. In this book it is stated who they are and why they are visiting, time of arrival and departure time. Also on their first visit their ID badges will be viewed and approved on arrival.

Any new parent is asked to make an appointment at a convenient time so that the Manager or Owner can give them quality time.

All members of Busy Bodies will be told so they can cover the member of staff involved to abide to staff / child ratios.

The education visitors in the setting will be planned for in the curriculum. It will be written down in the diary and on the planning sheets which can be found on the computer.

No visitor is left alone with the children.

No visitor arrives in the setting without members of staff knowing. When we do in house training with a qualified trainer the evacuation procedures is explained to them.

This policy and procedure will be reviewed annually.

Updated on ………………………………………….. By …………………………………………………………..

This policy has been read, understood and signed by all the staff.

Signed ………………………………………………….. Signed………………………………………………………..

Signed ………………………………………………….. Signed………………………………………………………..

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