



## Magdalene Preschool

### Visitors to the Magdalene Centre Policy

Members of the public, including Church members, cannot enter the Magdalene Centre during Pre-School sessions unless prior authorisation is given by the Pre-School Manager or deputy. If attendance by a visitor to the Magdalene Centre is required during Pre-School hours, then the following must be adhered to:

- The preschool holds a copy of all DBS certificates of Church members who regularly enter the Magdalene center.
- The visit is pre-arranged with the pre-school Manager or Deputy.
- Pre-arranged visit by prospective parents must be accompanied with their child.
- A member of Pre-school staff must always accompany the visitor (a visit cannot go ahead if a member of staff is not available or by doing so will breach staff to child ratios)
- Local authority staff from outside agencies need to sign in and show relevant ID.
- The visitor must not use their mobile phone whilst in the setting as the setting is a mobile phone free area.
- Visitors wishing to view the pre-school for a potential place will have made a prior appointment with the manager or deputy via the preschool website or by phone. Visitors wishing to look around will need to bring their child with them upon viewing and will be told this beforehand. If a potential parent turns up without their child, they will not be allowed into the setting.
- The Pre-School Safeguarding policy is not breached.

Signed:.....

On behalf of the Management Committee

Date.....