Dear Visitor,

 Welcome to our setting, during your visit we will record your name, time of arrival and departure in our records.

I will check your ID before allowing you in, for new parents we will ask you to confirm your names before allowing you in.

Our designated lead for Safeguarding in Nina Read

Safeguarding Children.

While you are here you will be asked to observe some simple rules so that we can keep the children safe:

 Please

* Put you coat and bag out of reach of the children, staff will show you where.
* Leave your mobile phone with your bag and coat- our setting has a NO personal mobile phone policy within in the presence of children.
* To protect the children and you, please do not smoke- do not use a mobile phone- do not take photos of the children- do not take responsibility for the children.
* Do not discuss any sensitive issues when the children are playing in earshot.

Our staff will not leave you unsupervised with the children.

In an emergency- staff will show you where the emergency exit is and procedures to follow. You will be required to stay until we are cleared to re-enter the building.

Our gates and doors will remain locked at all times, there is a bell on the right side of our blue gate, please ring the bell and wait for staff to let you in. sometimes it might take a few minutes as we are with the children.

If there is any other information we can provide before your visit, please ring/email Nina.