

Visitor Policy

Happy Adventures Preschool happily welcomes visitors and operates an open-door policy. However, at times limitations may be placed to protect the children and staff and to avoid any unnecessary disruption. We would advise visitors to book in advance to ensure a suitable member of staff is available.

Happy Adventures reserves the right to refuse entry to any person, which we may have reasonable doubt of their identity. In instances where parents are separated, both parents have the right to visit the nursery, unless a court order is placed restricting such contact or accessibility.

All visitors should wear a badge to identify themselves to staff and parents. Visitors must always be accompanied by a member of staff whilst within the nursery. The Preschool Manager must advise the visitor of all fire exits and explain there are no planned fire drills for that day.

Security on door and within the setting

- Passwords must be used for authorised people to collect children that are unknown to Preschool staff.
- Staff MUST check the identity of any visitors they do not recognise before allowing them to enter the premises.
- Visitors to the setting must be signed in and recorded in the visitor's book.
- Visitors must always be accompanied by a member of staff while in the premises.
- Visitors must follow Preschool policies at all times.
- Parents, students and visitors are reminded not to allow entry to any person, whether they know the person or not.
- The Preschool will under no circumstance tolerate any form of harassment from third parties, including visitors, towards others, including children, staff members and parents.

During the COVID-19 pandemic all handovers will be completed at the door. The doors will be open earlier and for longer to ensure that the entrance does not become crowded. Parents and carers must wear facemasks when dropping off and collecting their children.

Parents / carers or visitors are currently not permitted to enter the premises unless authorised to do so by Preschool management.

Anyone that is authorised to enter the setting will be required to confirm that they have no COVID-19 symptoms and wear appropriate PPE.