

## Visitor Policy

*Burnhope Primary School and Children's Centre will ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.*

We will ensure a high standard of security to protect all children in our care through:

- Ensuring appropriate height of door handles and the use of inhibitors on windows
- Ensuring all staff are aware of the procedures for admitting visitors into the setting when children are present
- Ensuring the use of a visitors book, including the name of the visitor, signature of visitor, purpose of visit, arrival and departure times and if children were present at the time of the visit
- Ensuring any child leave the premises with adults accompanied by an adult who is authorised to collect the child.

### Standard 6 Safety

The registered person takes positive steps to promote safety within the setting

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