



**Liskeard Child Development Centre  
Sunshine Room**

**57. Supervision of Visitors**

All visitors must sign the Visitor's Book on arrival and departure. If a visitor is more than an hour in the CDC, the Teacher in Charge must point out fire procedures.

All visitors will be planned and all staff made aware through weekly diary. A member of staff must accompany visitors in the CDC at all times whilst in the building; at no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the Teacher in Charge.

**Security**

- Staff must check the identity of any visitors they do not recognise before allowing them into the main CDC. Visitors to the CDC must be recorded in the Visitor's Book and accompanied by a member of staff at all times whilst in the building.
- The Teacher in Charge must ensure all contractors accessing the CDC whilst children are present have suitable CRB checks and not left alone in any area that children may use.
- All external doors must be kept locked at all times. All internal doors must be kept closed to ensure children are not able to wander.
- Parents, visitors and students are reminded not to allow entry to any person whether they know this person or not. Staff within the CDC should be the only people allowing external visitors and parents entry to the CDC.
- The CDC will under no circumstances tolerate any form of harassment from third parties including visitors towards others, including children, staff members and parents.

Internal use only

<b>This policy was adopted on</b>	
<b>Signed on behalf of the CDC</b>	
<b>Date disseminated</b>	
<b>Date for review</b>	