**Procedures for visitors.**

* We welcome visitors to our setting. All parents are welcome to visit and can arrange to stay at any time they choose.
* Where possible we encourage visitors to make an appointment to visit the setting.
* All visitors should report to the church office. A member of staff from the office will come and tell the staff team that a visitor has arrived.
* The visitor will be greeted and asked to sign the visitor’s book
* If the visitor is unknown, they will be asked for identification.
* Visitors will be shown where to leave their coats or other possessions.
* Visitors will not be left alone with any children.
* Visitors will be asked to sign out when they leave.