

# LITTLE SPONGES MONTESSORI

## VISITORS

### **POLICY STATEMENT**

It is our policy to encourage visits to the setting by various people who could help the children's learning and development, such as health professionals, police, fire fighters, as well as entertainers and storytellers. Parents and students may also visit to act as helpers for various activities.

### **Procedure**

All staff should follow the procedure below for all visitors.

- Visitors are required to sign in, giving their name, and company if relevant, purpose of visit and time of arrival and departure.
- Visitors should not be left alone with the children at any time.
- Regular visitors, i.e. those visiting more than once a month, must have suitability checks carried out on them by the Head of Little Sponges.
- Staff ratios should be maintained at all times, including when visitors are being escorted.