Visitors Policy

Aims

Alamiyah Montessori believes that the safety and security of children is paramount. Therefore rigorous procedures are followed during visits to the setting in order to ensure that unauthorised people do not gain access to children or place any children at risk.

Approach

Before the visit

All visitors to the setting must have pre-booked appointments, visitors who do not have a pre-booked appointment will not be admitted entry. Upon booking, visitors will be asked for their name, contact details and purpose of visit. If the visitor is unknown they can be supplied with a password for extra security. This password will be recorded on their appointment entry on the e-calendar.

Arrival

The person who answers the intercom must always check to identify the caller over the camera doorbell or at the gate. Only staff who have been trained and authorised to answer the door will do so following the procedure below.

Answering the Camera Doorbell

The person who answers the intercom checks the identity of the caller over the intercom to ensure that they are present for a genuine appointment by seeking:

1. Full Name
2. Reason for calling
3. Name of person the visitor would like to see - before granting access check with the person if this is a genuine appointment
   Director and the person whom the caller wishes to see
4. Never grant access to anyone who is not known

Checking Visitors ID at the Gate or Door

Only staff who have been trained and authorised to answer the gate/door will do so following the procedure below. The person who answers the gate/door must always check the identity of the caller unless they have been checked already:

1. Name
2. Photo ID
3. If an appointment has been made, ask if they have a password
4. The visitor will be required to fill in and sign the visitors register
5. Visitor will be supplied with a visitors badge which must be displayed on their person and visible at all times

Visitors without an ID check and password will not be permitted entry. Upon signing the visitors register, visitors will then be shown where to wait until a suitable member of staff is available. Visitors will be asked to ensure that their mobile phones are on silent and kept in their bag and left in the office building. Phones can also be left in a locked safe for the duration of their visit.

<u>During Visit</u>

During visits, unauthorised people will be supervised at all times. Visitors will be required to adhere to the rules of the setting and deal with staff and children in a respectful manner. If at any time, staff fear that the visitor poses a risk for children's safety and well-being, the Manager/Executive Director must be notified immediately and suitable action take place.

<u>Departure</u>

Once a visitor has completed their visit, they must notify a member of staff that they are ready to leave. A member of staff will then securely open the door and let the visitor leave. At no time are visitors allowed to open the doors and leave without a member of staff present. The visitor must record their departure time in the visitors register in the office before leaving the site.

Review

This policy will be reviewed every 3 years or sooner or if there is any change in statutory guidance or legislation. See ‘Policy Review Schedule’.

Last Reviewed: 01/09/2026

Adopted in a meeting at Alamiyah Montessori on 08/09/2025

Signed by Nasim Bobat (Manager) and S Motara (Nominated Person)

on behalf of Alamiyah Montessori

With reference to -

Statutory Framework for the EYFS 2026