



The Children's Ark  
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Pendeen  
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Charity ref: 11473898

Ofsted:  
EY457353

## Visitor Procedure

- When opening door to an unknown visitor, members of staff to go out into the cloakroom to talk to them, shutting the main door to the setting behind them.
- Visitors must sign in and out using the book by the register.
- The outside Quiet Room door must be locked when all children are inside, and the inside Quiet Room door locked when children outside.
- New staff and volunteers are informed at their induction about this policy and the importance of not admitting visitors without checking who they are first.

This policy was adopted at a staff meeting of The Children's Ark:

Signed..... Print Name.....

Dated.....

And at The Children's Ark committee meeting:

Signed by chairperson..... Print Name.....

Dated.....

Date of review.....